

COVID-19 - RISK ASSESSMENT GUIDANCE NOTES

As with everything currently, we are required to take extra additional steps in relation to our health and safety in preparing you for a Driving Lesson or Driving Test environment.

I would like you to complete a Risk Assessment form prior to each lesson to ensure we are doing all we can to be as safe as possible. Your Risk Assessment Form and this accompanying Guidance will provide you with the information that needs to be in place prior to us commencing your driving lessons.

You should only need to read this guidance once but ***please keep it to refer to in future***. The risk assessment form is a simple set of Yes/No questions that should only take you a minute to answer and is completed online via a simple webform on your phone or a computer.

Please don't hesitate to give me a call if you have any questions about your Risk Assessment form.

Should you answer 'YES' to any of the questions on your Risk Assessment form, you and I will need to have a chat to agree how this may affect your Lessons Schedule, and for us to plan accordingly. Therefore, to allow you and I time for any potential discussion to take place, please complete your risk assessment the night before your next booked lesson.

If you find you are experiencing any changes to your health between lessons, **you must please call or text me** so we can re-plan your lessons accordingly if needed, don't leave it while the last minute.

Whilst your Risk Assessment is to make sure you are as safe as possible whilst on your driving lesson, I too will honour this and will advise you prior to any lesson should I find I am either experiencing symptoms of Covid-19 or have been in the presence of someone who has presented symptoms, which will require me to self-isolate.

We cannot be too cautious and therefore, I urge your **HONESTY** whenever you are completing a risk assessment form and I will extend that same honesty to you.

PLEASE NOTE:

YOU MUST NOTIFY ME IMMEDIATELY IF YOU OR ANY MEMBER OF YOUR IMMEDIATE HOUSEHOLD, SOCIAL CIRCLE OR WORK GROUP DEVELOP COVID-19 SYMPTOMS AND NEED TO SELF ISOLATE.

FOR ADVICE ON COVID-19 SYMPTOMS VISIT <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice>

YOU MUST NOT ATTEND ANY DRIVING LESSONS OR DRIVING TESTS IF YOU HAVE ANY COVID-19 SYMPTOMS.

YOU WILL NOT BE CHARGED A SHORT NOTICE CANCELLATION FEE IF THE CANCELLATION IS DUE TO COVID-19.

IF YOU CANCEL A LESSON DUE TO COVID19 SYMPTOMS YOU CAN NOT BOOK ANOTHER LESSON FOR 10 DAYS. UNLESS YOU ARE ABLE TO PROVIDE EVIDENCE OF A NEGATIVE COVID19 TEST RESULT.

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In addition to completing your Risk Assessment the night before your lesson starts, we will have the following areas to also take into consideration:

Prior to Your Lesson

I will greet you outside the car prior to your lesson and - observing physical distancing - we will have a last-minute check that you are well and discuss our plan for your lesson.

At time of writing, it is a requirement that we wear suitable clothing and footwear that minimises the exposure of bare skin (arms, legs, feet) whilst in car. This means wearing long sleeved tops and shirts (no T-shirts or ¾ sleeved shirts or tops), long trousers (no shorts, dresses or skirts) and footwear such as comfortable shoes or trainers (no open toed sandals). There may be a change to this policy and Standard Operating Procedure, but this is the current guidance regarding clothing and footwear. You will be updated, as and when this guidance changes.

- Look out for me at your designated lesson time so that we can start.
- I will be unable to come to your door.
- I will have wiped down and sanitised the vehicle prior to you entering the vehicle for your lesson. *I will be Sanitising the car between every lesson and before and after driving tests with anti-virus grade sanitiser. This means I will be wiping down all touchable surfaces with this sanitiser in spray and/or wipes form. Surfaces include, door frames, door handles inside and out, controls (signals, gear stick, parking brake, bonnet release), mirrors, seatbelts, seat adjusters, seats, and car keys.*
- Please ensure you have washed your hands prior to getting into the car for at least 20 seconds. *(I will in any case, give you hand sanitiser before you enter the vehicle.)*
- Please ensure that you are wearing a face covering before entering the car. *(if you have not got one with you, I can provide a disposable single use mask for 50p). If using your own face covering this should be clean and washed daily at 60 degrees.*

If you need to present your Provisional Driving Licence (in the case of your first lesson), I will ask you show it to me. I will not touch it. It may be helpful that if possible, you take a photograph of both sides of your Licence and send it to me via text or email prior to your first lesson. I will not keep that data after first checks.

During Your Lesson

With these precautions in place, we want to minimise the time required prior to your lesson starting to ensure your lesson and learning time is maximised.

You will still have the full duration we have agreed for your lesson, even though a few minutes need to be taken ahead of your lesson starting for these safety procedures. I will arrive a few minutes early, prior to your lesson start time.

- I will not share any printed material with you in the car.
- Visual learning will be done in such a way that only I touch the material and if required, I will - if needed - send learning materials digitally to you afterwards.
- There will be no sharing of writing material/pens/paper/. If you need to write anything you must bring your own pen, for example to complete your reflective log.
- Any supporting reading handouts will be supplied to you via email after the lesson (usually at the end of the day)

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- Due to the close proximity inside the car, we must ensure fresh air circulation. The windows will be left partially open at all times during the lesson so please ensure your dressed appropriately if you're likely to feel the cold. We will avoid use of the air conditioning.
- You should attend the lesson on your own, we are unable to have any passengers in the car during the lesson.
- You should avoid touching your face after your hands have been sanitised and for the remainder of the lesson.
- Disposable bin bags will be available during your lesson to dispose of any used masks, PPE or wipes. The bag will be sealed at the end of your lesson for you to take away and dispose of.
- I will no longer be issuing appointment cards. I have introduced a pupil 'app' for you to install on your phone so you can check your appointments and progress electronically. You can see on the app all the lessons you have had or have booked and any payments you have made. In addition, the app can be used to read your progress notes and access a whole host of additional resources and learning aids.

Payment for Lessons

Payments for your lesson should be by electronic payment. (see my separate document about how you can do this.)

Payment by cash is being phased out – please discuss with me the alternative electronic payment options.

After Your Lesson

Dispose of any items in the provided bin bag and take this away with you. (*follow government guidelines on disposal*)

- Wash your hands, on returning home.

Between Lessons

As noted above, it is vital you report to me by phone or text message any changes to your health in between lessons.

If I don't hear from you, then I will come for you at your next agreed lesson date and time.

Be sure to complete the Risk Assessment form the night before your lesson. I request you to take responsibility for this. Failure to do so will result in your lesson not going ahead.

We will need to adhere to this process until further notice. Should any advice or guidance change, you will receive updated notes to reflect this.

All these measures are in place to make sure not only that you and I are as safe as possible, but more importantly to give you the best opportunity to learn and develop your driving skills.

Attending a Driving Test

In addition to the procedures followed for a normal lesson there are a few extra things we need to do before and after a test.

- Allow time on arrival at the test centre to wipe down the examiners side of the car.

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- Follow the guidance from the DVSA standard operating procedure during the test (face coverings to be worn on test etc)
- The test centre waiting room is closed.
- Access to toilet will be limited and you must be escorted by a DVSA staff member, you will be expected to clean the toilet before and after use with wipes provided.
- The Driving instructor cannot accompany the pupil on their test and may not be able to listen to the debrief – this is down to the examiner discretion.
- On completion of the test the car will be wiped down and sanitised prior to either the instructor or pupil entering back into the car.

Thank You

Thank you for your help and co-operation in completing and submitting your Risk Assessment forms. It is much appreciated.