



THE GREEN CAT

DRIVING SCHOOL

Covid-19 Risk Assessment
April 2021 – October 2021

Covid-19 Risk Assessment



Headlines:

- **3 hour / 4 hour lessons suggested (2 hour still perfectly acceptable). This reduces overall time spent with different clients per week – therefore less risk for instructor AND client**
- **All PPE free of charge – this consists of medical ‘Type 1’ disposable masks, recognised branded 70% alcohol hand sanitiser gel and medical grade nitrile gloves. Clients to dispose of PPE themselves**
- **Glove usage optional. Hand wash prior to lesson and mask / hand gel use mandatory**
- **Lesson briefings and bookings will be taken outside of vehicle, weather permitting**
- **Windows will be open at all times (wind deflectors fitted to prevent weather and noise issues)**
- **Vehicle ‘hot spots’ sanitised before each lesson**
- **Space for additional risk assessment at back of document**

Covid-19 Risk Assessment

Task 1	Hazard	Who	Actions
The instructor considers their own symptom status before teaching clients	An infected instructor may pass on the virus to a client Lack of understanding of PPE requirements and procedures Lack of understanding of infection control	Clients	<ul style="list-style-type: none">• If an instructor has had any symptoms of the virus within the last 14 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• WHO education and certification IPC and PPE

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Task 2	Hazard	Who	Actions
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">• Encourage 4 hour lessons. 3 hour or 2 hour still acceptable• Assess/discuss whether client has additional needs and/or falls into a high(er) risk category – agree strategy before lesson• 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

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Task 3	Hazard	Who	Actions
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• Separate 'client' and 'instructor' hand sanitiser to be provided

Continued overleaf

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Task 3 Cont.	Hazard	Who	Actions
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 (separate hand sanitiser for instructor and client)• 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 them as possible, including arms and legs

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Task 4	Hazard	Who	Actions
Face to face contact between the driving instructor and pupil outside of the car before each lesson – observing social distancing	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 and wait 14 days at least before having a lesson

Continued overleaf

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Task 4 Cont.	Hazard	Who	Actions
Face to face contact between the driving instructor and pupil outside of the car before each lesson – observing social distancing	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. They should use the hand sanitiser frequently throughout lesson• Explain to the client they have cleaned their hands, so should avoid touching their face throughout the lesson• 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	Hazard	Who	Actions
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• Wind deflectors fitted to window frames to allow airflow when weather poor, or high speed lessons• 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 or preferably send it electronically• 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 used• Comfort breaks to be discouraged where possible• Eye mirror to be used to reduce face to face discussion• 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

Continued overleaf

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Task 5 <i>Cont.</i>	Hazard	Who	Actions
During the lesson	The virus could be passed between the instructor and the client	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. Suggestion to client that NSR seat is further away than NSF• Wherever possible give any brief notes digitally after the lesson• Instructor not to accept cash under any circumstances• 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

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Task 6	Hazard	Who	Actions
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 your clothing as soon as you have finished work for the day• Shower/bath

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Task 7	Hazard	Who	Actions
Lesson follow up	The client may have been infected with the virus since the last lesson and / or developed symptoms which could be / or have been 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• If they develop symptoms or realise they have Covid-19 within a short time frame since last lesson, to contact instructor ASAP to prevent instructor-client contamination• Check if been in contact with anyone showing symptoms within the last 14 days the lesson must be cancelled

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Task 8	Hazard	Who	Actions

**Blank for additional
client/instructor input**

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Task 9	Hazard	Who	Actions

**Blank for additional
client/instructor input**

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Task 10	Hazard	Who	Actions

**Blank for additional
client/instructor input**

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Task 11	Hazard	Who	Actions

**Blank for additional
client/instructor input**