

Introduction

At the time of writing this document, the population does not have any proven immunity to COVID-19 nor is a vaccine available. As our civic duty and as a responsible business, UDIDIT Driver & Instructor Training will be using the government's Track and Trace App but in view of data protection will not be passing on any details unless given express permission by the client. An ongoing risk assessment will take place and the measures set out within this policy may change as necessary.

Due to the practicalities of in-car training, whilst every reasonable measure has been taken, UDIDIT Driver & Instructor Training cannot create a zero risk environment. Clients will need to remain ALERT to the risk of spreading this virus and any risks involved.

The health and wellbeing of clients, ourselves and those closest to us must be our primary consideration if we are able to work together as safely as possible.

The measures and considerations in this document and the risk assessment is based on the "Five Steps To Safer Working Together" advice for businesses available from gov.uk and will be reviewed and revised as necessary.

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

It is clear that within the driving school vehicle it is impossible to follow social distancing guidelines and remain 2 metres apart. Government advice is "Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff" and in this case my customers.

"Further mitigating actions include:

- increasing the frequency of handwashing and surface cleaning
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)"

Further considerations within this risk assessment have been made concerning;

Protecting people who are at higher risk

People who need to self-isolate

People with protected characteristics"

Section 1. Prior to booking (Risk)

The Instructor and client will need to consider:

- If we ourselves or our client have any symptoms
- If we ourselves or our client fall into higher risk groups
- If we ourselves or our client have a relative or partner we are living with, who is also moderate or high risk
- If you have been contacted by NHS regarding Track and Trace?

Symptoms - The main symptoms of COVID 19 described by the government are (but not exclusively):

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss of taste or smell

COVID-19 can make anyone seriously ill. But for some people, the risk is higher. There are 2 levels of higher risk as described on the gov.uk website:

- high risk (clinically extremely vulnerable)
- moderate risk (clinically vulnerable)

People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
- were born with a serious heart condition and are pregnant

If you're at high risk from coronavirus, you should have received a letter from the NHS. If you're at high risk from coronavirus, you're advised to take extra steps to protect yourself. This includes not leaving your home for any reason (called shielding).

Action to take - If you are, or someone you live with is at high risk or you have been contacted by NHS - DO NOT ATTEND TRAINING

People at moderate risk from coronavirus include people who:

- are 70 or older
- are pregnant
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)

If you're at moderate risk from coronavirus, it's very important you follow current Government advice about [staying at home to avoid getting coronavirus](#). Unlike people at high risk, you will not have received a letter from the NHS advising you to stay at home at all times.

If you're pregnant and worried about coronavirus, there is advice on the gov.uk website

Action to take - If you are or someone you live with is at moderate risk and you consider the fact that we cannot keep 2 metres apart is too much of a risk - DO NOT ATTEND TRAINING

Section 2 - Prior to attending training (Symptoms)

The Instructor and client will consider:

- whether ourselves or the client have had any symptoms of the virus within the last 7 days or have been in contact with someone who has within the last 14 days.
- If ourselves or the client know anyone or have been in contact with anyone that is showing symptoms or has been doing so within the last 14 days
- IF YOU HAVE BEEN CONTACTED BY NHS THROUGH TRACK AND TRACE AND HAVE BEEN ADVISED TO SELF-ISOLATE, **PLEASE NOTE: ATTENDING A LESSON MAY CLOSE THIS BUSINESS FOR 14 DAYS.**

Action to take - If you are or someone you live with, have the symptoms or have been in contact with someone who has or you've been asked to self-isolate by NHS - DO NOT ATTEND TRAINING

Section 3 - Prior to attending entering the training vehicle

Action - Please DO NOT enter the training vehicle until instructed.

Your instructor will meet you at the training vehicle and from a distance of 2 metres ask you a series of questions. Payment should be made via the website www.udidit.co.uk or by bank transfer

Please Note; during this outbreak, and whilst these measures are necessary, friends or family will not be allowed to attend and observe the lesson. (except where, for example, religious reasons require this)

In line with government guidance, hand washing is the most effective action we can take.

- Ourselves and the client will wash their hands for at least 20 seconds or use an effective hand-sanitizer, in line with Government guidance, immediately before entering the training vehicle.
- Please Note: due to allergens, the client will be responsible for providing their own Personal Protective Equipment (PPE) should they choose to use it
- If the client wishes to wear PPE (there's no legal requirement) such as disposable gloves or masks, these must only be put on immediately before getting into the car and disposed of by the client in line with government advice.
- If you choose to wear PPE it must not impede your ability to control the vehicle or make effective observations
- There are some reports of skin conditions caused by Covid-19. Please wear clothing that is suitable and covers as much skin as possible, including arms and legs
- Ourselves and the client will be aware of the risks regarding clothing. The instructor will follow the government guidelines on washing clothes at 60 degs immediately after finishing work. The client MUST consider the risk of attending in work clothes or uniforms, especially those who work in high risk sectors.
- Prior to each lesson, the training vehicle will be cleaned, including the door handles inside and out, windows and mirror controls, seat and head restraints, seatbelt and its connection, gear lever, steering wheel, parking brake, indicator and wiper stalks, car keys and training resources and any other relevant surface

Please note: During this outbreak and whilst these measures are required, the training vehicle will only be used for work purposes wherever possible.

Section 4 - During the lesson

- The instructor will not handle your licence. Any new clients will need their licence checked electronically at <https://www.gov.uk/check-driving-information> The client must provide: the last 8 characters of their driving licence and the check code. The code will be valid for 21 days and can only be used once.
- To minimise risk of transmitting the virus, visual aids, pens etc will not be shared.
- The cabin of the vehicle will be kept free of unnecessary items and any bags/coats etc will need to be stowed in the boot
- In line with current advice, windows will be down as much as possible during the lesson to allow for ventilation.

- Air conditioning will be avoided whenever possible, however if it is used it will not be set to the 'recirculate' mode
- In line with government advice, please avoid touching your face, mouth, nose or eyes during the lesson

Important note: The instructor may need to take emergency control during the lesson, this includes assisting with steering or using the gear lever. This immediate danger outweighs the potential risk of infection. In addition, any screening or modifications to the vehicle may affect other safety features, such as airbags. These modifications may also render our insurance invalid and therefore it is not possible to install a screen between the instructor and client.

- If the instructor has to take emergency control, at a suitable safe place and opportunity, the controls used will be sanitised

Action to take - If you do not feel there is sufficient protection without a screen - DO NOT attend the lesson

Section 5 - Using the vehicle for test

Ordinarily it has been standard practice to schedule a two hour lesson on the day of the test. This allows time for final practice and the test itself. During this outbreak and whilst the measures are in place it is expected that this will continue, however the client will need to be aware that:

- We will need to 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 the client or instructor to enter the test centre waiting room
- The examiner may have to adhere to social distancing measures prior to entering the vehicle
- The instructor will not be allowed to accompany the client on test
- The instructor may not be allowed to attend the end of test debrief
- Time will need to be set aside for the instructor to wipe down the vehicle before transporting the client home

Client Declaration:

I have read and understand the content of this document and understand that UDIDIT Driver & Instructor Training cannot create a zero risk environment. In continuing to attend training I agree to follow the steps set out in this document. I DO / DO NOT grant permission to pass on my details to NHS for the purpose of Track and Trace.

Signature:

Print Name:

Date:

Further information can be found here www.gov.uk