



25 August 2020

## COVID-19 CLIENT RISK ASSESSMENT GUIDANCE NOTES

### **Covid-19 Client Risk Assessment Form**

As with everything currently, we are required to take extra additional steps in relation to our health and safety in all aspects regarding our individual due diligence and responsibility in minimising the spread of Covid-19. This is particularly important for preparing you for a Driving Lesson or Driving Test environment mainly due to being in an enclosed setting where physical distancing is not possible.

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

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 return your form to me by email 48 hours before your next booked lesson.

If we plan more than one lesson in a week, then I would ask that you submit your form once a week unless your health changes. If you find you are experiencing any changes to your health, you must please call or text me in between these lessons.

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 this form and I will extend that same honesty to you.

**Please familiarise yourself with the latest Scottish Government policy and guidance in relation to your receiving and my delivery of your Driving Lessons.**

<https://www.gov.scot/publications/coronavirus-covid-19-vehicle-lessons/pages/driving-lessons/>

In addition to completing your Risk Assessment form and returning it to me no less than 48 hours before your lesson starts, we will have the following areas to also take into consideration:



### **Prior to Your Lesson at the Agreed Time of 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.

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. (See your Risk Assessment form)

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 prior to your first lesson. I will not keep that data after first checks.

Please ensure you have washed your hands prior to getting into the car and that you are wearing a face covering. This is mandatory. Wearing protective gloves is not mandatory.

I will greet you outside the car where we will observe physical distancing of 2m apart and discuss how you are feeling and as much as possible your goals for the lesson. If this is not practical, perhaps due to weather conditions, we will have a discussion in the car but will minimise facing one another when having any of these discussions.

We will not shake hands or share or exchange pens, writing materials or ipads.

I will in any case, give you hand sanitiser before you enter the vehicle.

### **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.

The windows of the car will be down approximately 10cm. This is to ensure maximum flow of air throughout the vehicle for the duration of your lesson and to minimise Risk.

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.

Air conditioning will not be used unless it is needed to control the visibility, and then it will only be used on fresh air, not recycle.

Parents, guardians and friends will not be able to sit in the back seat on lesson or test.

Should you start to show symptoms during the lesson, the lesson will be terminated immediately.

We will social distance as much as we can unless I need to take control of the steering wheel. Should this happen, we will stop at a space place as soon as possible and sanitise the steering wheel and our hands again.



Should we need to talk for some time, we will park up safely and talk outside the car.

When we speak inside the car, we should stay front facing.

Once you finish the lesson and go inside, please remember to wash your hands immediately.

I will not share any printed material with you in car i.e. There will be no sharing of writing material/pens/paper/.

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.

### **After Your Lesson**

I will offer you hand sanitiser before you leave the car. I advise you still wash your hands thoroughly after your session, regardless of hand sanitising. Hand sanitising is a preventative measure, but complemented by hand washing is the medically advised method.

As noted above, it is vital you report to me by phone, email, text message or WhatsApp to report 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 once a week and email it to me 48 hours before your lesson. I request you to take responsibility for this. Failure to do so may 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.

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

All these measures are to do what we can to keep one another safe and to....

**#KeepCovidOutOfTheCar**

See you soon.