

# Driver & Vehicle Standards Agency

<p><b>Risk Assessment for: ADI Part 3 testing and Standards Checks COVID-19</b></p> <p><b>Premises / Location:</b></p>	<p><b>Review Date:</b> Please review the risk assessment:</p> <ul style="list-style-type: none"> <li>• if there's reason to suspect it's no longer valid</li> <li>• there's been a significant change in the work to which the risk assessment relates</li> <li>• when staff or equipment changes</li> <li>• following an accident or incident</li> </ul>
<p><b>Other Relevant Risk Assessments</b></p> <ol style="list-style-type: none"> <li>1. Property COVID-19</li> <li>2. Car driving test</li> <li>3. ADI Part 2 test COVID-19</li> </ol>	<p><b>Completed by:</b></p>

What are the hazards?	Control Measures Required	Further Action required	By When	By Who
<p><b>Higher risk groups</b></p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable groups including pregnant workers</li> </ul>	<ul style="list-style-type: none"> <li>• staff at an increased risk of severe illness or live or care for someone who is, must follow the latest advice on <a href="#">DVSA net</a></li> </ul>			
<p><b>Spread of COVID19 to DVSA staff and visitors</b></p> <ul style="list-style-type: none"> <li>• unable to follow social distancing guidelines within a test vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• everyone should wash their hands thoroughly with soap and running water for at least 20 seconds as often as possible. NHS information on washing hands is available <a href="#">here</a></li> <li>• everyone should wash their hands with soap and water if possible. Where alcohol-based hand sanitisers are available, make sure all liquid is evaporated before touching any surfaces</li> <li>• suitable handwashing/drying facilities must be provided for staff, this includes running water, hand soap and paper towels or electrical dryers</li> </ul>			

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	<ul style="list-style-type: none"> <li>• examiners should thoroughly wash their hands before leaving the office</li> <li>• staff must refer to DVSA's <a href="#">COVID-19 Face coverings and PPE Guidance</a> for information on PPE use, cleaning and disposal</li> <li>• gloves are optional, they do not replace the need for regularly hand washing with soap and water. Examiners must wash their hands more often, especially when they arrive at work, before and after interacting with different customers, after blowing their nose, cough or sneeze, and before they eat or handle food</li> <li>• where gloves are worn, examiners should familiarise themselves with HSE guidance on safe use and <a href="#">removal of gloves</a></li> <li>• examiners should wash their hands for 20 seconds, using soap and water or hand sanitiser</li> <li>• face coverings must be fitted and worn for the duration of the test. An adequate supply of these will be provided. Examiners should avoid touching their face with their hands</li> <li>• where necessary, the examiner must politely remind the accompanying trainer of the requirement for social distancing</li> <li>• examiners must not shake anyone's hand</li> </ul>			

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	<ul style="list-style-type: none"> <li>• if the instructor or pupil present for test clearly displaying symptoms, the test must not go ahead</li> <li>• examiners must not let the instructor handle the paperwork used to record the assessments, ADI26/Part 3 (SC) or the SC1 paperwork. On a Part 3 test the examiner will read out or provide the PDI with an insurance declaration form. The PDI must retain this form. The SC will require a valid ADI badge.</li> <li>• examiners to follow the new temporary instruction standard operating procedures for the pre and post-test procedures</li> <li>• the test will not be accompanied by a trainer to help with social distancing and to reduce potential spread of the virus. A maximum of three people to be in the vehicle during test</li> <li>• the examiner should explain to the instructor that a debrief will be offered at the end of the test. This will be outside of the vehicle, the trainer can listen in if social distance is maintained, the instructor may also use their telephone to contact their trainer who may listen in remotely</li> <li>• if the instructor or pupil becomes unwell or starts to display <a href="#">symptoms of COVID-19</a> during the test, the test must be stopped and terminated, examiner to notify their line manager</li> <li>• the examiner should assess the test following current guidance as per ADI 1 and SOP</li> </ul>			

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	<ul style="list-style-type: none"> <li>• if any examiners become unwell with a new continuous cough or a high temperature in the workplace, they will notify their manager and be advised to follow government guidance</li> <li>• where possible, social distancing to be adhered to in the workplace including canteen and smoking areas</li> <li>• examiners should be flexible reviewing work schedules including start &amp; finish times/work patterns to reduce number of workers on site at any one time</li> <li>• items such as IT equipment and mobile phones are to be wiped clean regularly with anti-viral wipes</li> <li>• posters present in buildings to promote social distancing</li> <li>• posters should be displayed to reaffirm staff awareness of cleaning regimes and guidance for hand washing</li> <li>• offices to use back to back or side to side working (rather than face to face) whenever possible. This may impact on building capacity levels. Avoid loud talking or shouting. Keep background music low to avoid raised voices</li> <li>• government social distancing should be in place wherever possible; in an office environment this can be achieved by changing layouts within rooms and buildings. Keep touch points clean with sanitiser before and after use</li> </ul>			

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	<ul style="list-style-type: none"> <li>• offices to be well ventilated. Open the windows where possible and safe to do so</li> <li>• kitchens / canteens to have limited numbers for social distancing and one-way systems / segregated areas. All surfaces and touch points must be cleaned before and after use.</li> <li>• examiners to refer to the latest procedures on 'Test and Trace' (or similar schemes in Scotland and Wales). Information is available on DVSA net and in the Standard Operating Procedures</li> <li>• when <a href="#">coughing and sneezing</a>, all staff should ensure they catch coughs or sneezes in a clean tissue, immediately put in the bin and then wash hands, or use hand sanitiser. If staff do not have a tissue to hand, they should cough or sneeze into their elbow and use an anti-viral wipe to wipe down clothing</li> <li>• staff should be aware of not using raised voices or talking loudly to others. Speaking loudly could increase the transmission of the virus due to increased droplets –wearing a face covering or not speaking face to face significantly reduces the transmission of any droplets whilst talking</li> </ul>			
<p><b>Spread of COVID19 to DVSA staff and visitors</b></p> <ul style="list-style-type: none"> <li>• face coverings</li> </ul>	<ul style="list-style-type: none"> <li>• examiners must wear a face covering prior to entering the test vehicle. Face coverings must be worn during the in-car part of the assessment. Good hand hygiene must be practiced prior to putting a face covering on. If examiners have touched any surfaces they must wash or sanitise their hands prior to touching a face covering that will be placed over their nose and</li> </ul>			

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	<p>mouth. Face coverings must be worn by all parties during the in-car part of the assessment</p> <ul style="list-style-type: none"> <li>• staff must refer to DVSA's <a href="#">COVID-19 Face coverings and PPE Guidance</a></li> <li>• face coverings should cover your mouth and nose while allowing examiners, instructors and pupils to breathe comfortably. Government advice is available <a href="#">here</a> on how to fit face coverings</li> <li>• examiners must wash their hands or use hand sanitiser before putting on a covering and after taking it off. Ensure the sanitiser has dried or evaporated prior to fitting/removing and examiners must avoid touching their eyes, nose, or mouth at all times</li> <li>• examiners are not to touch the front of the face covering, or the part of the face covering that has been in contact with their mouth and nose. Once removed, examiners are to make sure they clean any surfaces the face covering has touched</li> <li>• examiners should avoid touching their face eyes or mouth with their hands</li> <li>• instructors and pupils must be wearing a face covering. If the Instructor or pupil does not have a face covering the examiner can provide one, it must be worn for the duration of the in-car assessment. The face covering must be retained by the wearer and not left on site</li> </ul>			

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	<ul style="list-style-type: none"> <li>• when face coverings or legally permitted religious items are removed by an instructor for the identity check, any surface touched must be cleaned</li> <li>• where an instructor turns up for test wearing a face mask/covering, examiners must visually assess the suitability prior to entering the vehicle. The garment must not pose a safety risk (i.e. if it falls in footwell it could pose a risk to the control of the vehicle, risk of tangling in vehicle controls)</li> <li>• examiners need to be aware that there is the potential for glasses fogging up when worn with a face covering</li> <li>• coverings worn by the instructor or pupil must not adversely affect the safe operation of the vehicle</li> </ul>			
<p><b>Spread of COVID19 to DVSA staff and visitors</b></p> <ul style="list-style-type: none"> <li>• within test vehicle</li> <li>• three persons in a vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• the examiner must ensure the test vehicle is well ventilated. The examiner should discuss with the instructor and agree how to best achieve this for the duration of the test for the benefit of all parties in the vehicle.</li> <li>• the examiner must be satisfied vehicles presented for test have been recently cleaned</li> <li>• before entering the vehicle, the examiner has the option to fit a disposable seat cover to their seat</li> <li>• the examiner should use anti-viral wipes to clean any touch points such as the passenger door handles inside and outside, the head restraint and any other touch points should all be wiped over in the examiner area. Used wipes to be placed on the floor near the</li> </ul>			

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	<p>seat and then retrieved at the end of the test. They should not be left in the Instructors car.</p> <ul style="list-style-type: none"> <li>• seat covers and wipes used by the examiner must be taken away and disposed of with PPE waste at the end of the test</li> <li>• reduction of in car assessment from 60 minutes to 45 minutes</li> <li>• removal of static or beginner lessons, instructor must use a partly trained, trained or full licence holders to ensure the lesson has a minimum of 40 minutes wheels moving, supporting increased ventilation in the vehicle</li> <li>• PDI's or ADI's (Instructor) are now required to plan their Part 3 or Standards Check lesson to approximately 45 minutes, with a minimum of 40 minutes of that lesson 'wheels moving'</li> <li>• reducing lesson times will allow the instructor to demonstrate their competence whilst benefiting all parties in the vehicle as it will keep the time spent close to others as short as possible</li> <li>• keeping the lesson moving, whilst allowing for short stops to deliver necessary instruction and guidance to their pupil</li> <li>• whilst social distance measures cannot be fully maintained in a vehicle, reducing the time in a car and increasing ventilation is recommended. The use of face coverings as compulsory for all parties may help to further reduce the risk of transmission</li> </ul>			



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<p><b>Failure to follow social distancing guidance – spread of COVID-19</b></p>	<ul style="list-style-type: none"> <li>• where possible, government social distancing must be adhered to in all areas of the workplace</li> <li>• posters present in buildings to promote social distancing</li> </ul>			
<p><b>Access / egress to site - exposure to COVID-19 to staff and visitors</b></p>	<ul style="list-style-type: none"> <li>• where possible, stop all non-essential visitors entering site</li> <li>• monitor site access points to enable social distancing</li> <li>• waiting rooms will remain closed until further notice. Any Instructors, pupils and trainers should be given access to the toilet facilities where they are available, upon request</li> <li>• where people using the toilet have to walk through waiting rooms they should be escorted</li> <li>• additional anti-viral wipes will be available in the toilet area (for Instructors, pupils and trainers) to use for touch point cleaning</li> <li>• when leaving the building the doors should be locked to prevent members of the public entering the building. Before locking doors, checks must take place to ensure no one is still located in the premises. Where this is not possible a local arrangement should be agreed to ensure the building is secure</li> </ul>			

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	<ul style="list-style-type: none"> <li>meeting the Instructor will now take place in the car park. For DTCs without car parks, the meet and greet will take place at the usual parking area the test candidates use. Information on high visibility clothing is contained within the <a href="#">‘Car Driving Test Risk Assessment’</a></li> </ul>			
<b>Inadequate cleaning leading to spread of COVID19 to staff and visitors</b>	<ul style="list-style-type: none"> <li>high use objects and surfaces e.g. door handles, light switches, kitchen, and toilet facilities must be cleaned and disinfected using appropriate cleaning products and methods, safely disposed of all materials immediately</li> <li>examiners must consider using additional PPE if they are required to carry out cleaning tasks</li> <li>work areas and equipment should be cleaned regularly</li> <li>anti-viral wipes to be available at all sites to ensure staff wipe ‘touch points’</li> <li>sufficient supply will be supplied of the correct grade cleaning products / wipes kept in the correct locations</li> </ul>			
<b>Incorrect disposal of Personal Protective Equipment (PPE) - exposure to staff and others of contaminated items</b>	<ul style="list-style-type: none"> <li>disposable PPE such as gloves and wipes, must be disposed of separately from general waste</li> <li>PPE must be disposed of and double bagged daily. At the end of the day the bag must be clearly marked by taping on a note showing the date it can be collected. Collection is via normal collection methods and must be at least 72 hours after the items were disposed of</li> </ul>			

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	<ul style="list-style-type: none"> <li>where required, additional waste bins to be put in place</li> </ul>			
<b>Deterioration of mental health of staff members</b>	<ul style="list-style-type: none"> <li>staff to review guidance available on <a href="#">DVSAnet</a></li> <li>appreciation of potential staff heightened anxiety</li> <li>maintain guidance in relation to stress and the proactive individual stress risk assessment tool</li> <li>management to promote the mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> <li>line managers will maintain regular contact with staff members during this time and discuss their welfare, mental and physical health, and personal security</li> <li>examiners will have the autonomy and flexibility around their start and finish times of tests and the locations when discussed and agreed with the Instructor. This additional flexibility will ensure examiners can take all the additional precautions as outlined in this risk assessment and the Standard Operating Procedures</li> </ul>			
<b>Assaults during test</b>	<ul style="list-style-type: none"> <li>Negligible risk as PDI and ADI's are registered with DVSA and must maintain the appropriate level of acceptable behaviour to remain a fit and proper person on the Register</li> </ul>			
<b>Substances hazardous to health (COSHH)</b>	<ul style="list-style-type: none"> <li>COSHH assessment to be completed by local managers where required. Guidance is available on <a href="#">DVSAnet</a></li> </ul>			

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	<ul style="list-style-type: none"> <li>• examiners must have access to COSHH assessments and adhere to them</li> <li>• COSHH assessments (user instructions) for cleaning product use must be adhered to</li> </ul>			
<b>Lack of incident reporting</b>	<ul style="list-style-type: none"> <li>• any incidents relating to COVID-19 are to be reported via a HS1 form</li> </ul>			
<b>Spread of COVID-19 due to exposure from contaminated clothing</b>	<ul style="list-style-type: none"> <li>• wash clothing frequently. Current evidence suggests fabrics are much less likely to hold infectious volumes of the virus</li> </ul>			

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