



COVID-19 Risk Assessment framework



- 1 Serious Risk
- 2 Medium Risk
- 3 Low Risk

| Training scenario | | Type of client/pupil | Risk rating | Required actions by client/pupil | Risk to trainer | Response by trainer | Additional guidance for trainer |
|--|--|----------------------|---|--|---|-------------------------------|---|
| Trainer | Client | | | | | | |
| Trainer is living with family members who are in the higher risk category, is unwell, or has come into contact with someone who is unwell, or returned from abroad without being isolated or quarantined | Client has tested positive for COVID-19 or is showing symptoms, has been in contact with someone who is unwell or returned from abroad without being isolated or quarantined | General public | Client is potentially infectious and runs the risk of contaminating the training environment and the trainer and the trainer's household | Seek medical advice | The occupants of the household need protecting from the outside. Any unnecessary risk of exposure should be absolutely avoided to protect the trainer's household | Do not train the client/pupil | The ADI must contact any client prior to meeting and this is the time to discuss the client's health and well-being. In this conversation it would be evident that training cannot take place. |
| | | | 1 | | | | |
| Trainer is living with family members who are in the higher risk category, is unwell, or come into contact with someone who is unwell, or returned from abroad without being isolated or quarantined | Client is front line medical/ emergency staff who are on C-19 wards or exposed to C-19 environment. | Critical worker | The client is subject to extreme exposure to C-19 despite protection of PPE at the workplace | Use a trainer on the Voluntary Register of Driver Trainers for Key Workers | The occupants of the household need protecting from the outside. Any unnecessary risk of exposure should be absolutely avoided to protect the trainer's household and the client. | Do not train the client/pupil | The ADI must contact any client prior to meeting and this is the time to discuss the client's health and well-being. The key worker register is for ADIs that have completed the safe practices module and are in a low risk category of health and well-being. |
| | | | 1 | | | | |
| Trainer is living with family members who are in the higher risk category, is unwell, or come into contact with someone who is unwell, or returned from abroad without being isolated or quarantined | Client has tested positive for COVID-19 or is showing symptoms, has been in contact with someone who is unwell or returned from abroad without being isolated or quarantined | General public | Client is potentially infectious and runs the risk of contaminating the training environment and the trainer and their household | Seek medical advice | The ADI needs protecting and so does the training environment that will be used by others, not to mention the ADI's household, which in this scenario, is currently in good shape | Do not train the client/pupil | The ADI must contact any client prior to meeting and this is the time to discuss the client's health and well-being. As the client has COVID-19, they should be in isolation. |
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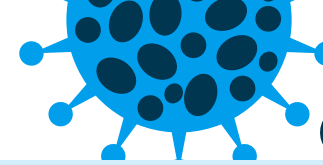


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| Trainer | Client | | | | | | |
| Trainer is living in a household of no key/critical workers. All household is well and has been adhering to distancing regulations and exercising regime. The ADI is registered to the Voluntary Register of Driver Trainers for Key Workers | Client is front line medical/ emergency staff who are on C-19 wards or exposed to C-19 environment. | Critical worker | <p>The trainer's household is in good condition but the risk from the client can jeopardise that. However the trainer is on the Voluntary Register of Driver Trainers for Key Workers and has completed the safe preparation module so is aware of the procedures for non-compliance of social distancing.</p> <p style="text-align: right;">2</p> | Complete change of clothes and awareness of the importance of personal hygiene, such as bathing in Hibiscrub prior to appointment. The client will need to ensure that they have washed their hands just prior to entering your vehicle and wear protective gloves. A face covering could be considered. Long trousers and long sleeves should be worn and no open footwear. | Given the inability to effectively socially distance when in-car training, occupational advice to isolate from friends and family at this time, and avoid interaction with the wider public (where possible) when not working, we would advise against delivering training to this group at this time unless absolutely necessary. If deemed necessary, safe training protocols should be followed in every training session | Ensure the client has a justifiable reason for training. If a DVSA key worker test has been issued then a training regime must be planned. The ADI's vehicle should not be used by any member of the family. | Contact any client prior to meeting to discuss their health. The vehicle must be sanitised and the client needs to get a driving licence code to validate the licence. This code should be no more than 24 hours old. Social distancing must be observed outside the vehicle. Handshakes and the sharing of pens, iPads and training aids is not allowed. Do not face each other when speaking. Keep vehicle ventilated. Do not use air conditioning or vents on 'recycled air' mode |
| Trainer is living with family members who are in the higher risk category, is unwell, or has come into contact with someone who is unwell, or returned from abroad without being isolated or quarantined | Your client is a healthcare worker, working with non-COVID-19 patients but in a GP surgery, hospital or care home setting | Critical worker | <p>Client potentially involved with high risk COVID-19 sector</p> <p style="text-align: right;">2</p> | Use a trainer on the Voluntary Register of Driver Trainers for Key Workers | The occupants of the household need protecting from the outside. Any unnecessary risk of exposure should be absolutely avoided to protect the household | DO NOT TRAIN THIS CLIENT | The ADI must contact any client prior to meeting and this is the time to discuss the client's health. In this conversation it would be evident that training cannot take place due to the risk from possible exposure from ADI to client and client to ADI and family. Direct the client to the Voluntary Register of Driver Trainers |
| Trainer is living in a household of no key/critical workers. All household is well and has been adhering to distancing regulations and exercising regime. The ADI is registered to the Voluntary Register of Driver Trainers for Key Workers | Your client is a newly qualified carer now required to learn to drive for a position in community social care in a non-COVID-19 environment | Key worker | <p>Client is in low risk category and so is trainer and so there is little risk to either party or households</p> <p style="text-align: right;">3</p> | The client will need to ensure that they have washed their hands just prior to entering your vehicle and wear protective gloves. A face covering could be considered. Long trousers and long sleeves should be worn and no open footwear. | The risk to the ADI and their household is low and so the ADI should advise that the client washes hands immediately prior to accessing the vehicle. Gloves could be worn if they do not impede control of the vehicle. | Because the client is a novice driver the trainer must ensure that over-exposure to the client does not take place. Intensive lessons are not recommended due to the lack of social distancing. | Contact any client prior to meeting to discuss their health. The vehicle must be sanitised and the client needs to get a driving licence code to validate the licence. This code should be no more than 24 hours old. Social distancing must be observed outside the vehicle. Handshakes and the sharing of pens, iPads and training aids is not allowed. Do not face each other when speaking. Keep vehicle ventilated with. Do not use air conditioning or vents on 'recycled air' mode. |



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| Trainer | Client | | | | | | |
| Trainer is living with family members who are in the higher risk category, is unwell, or has come into contact with someone who is unwell, or returned from abroad without being isolated or quarantined | Your client is a newly qualified carer now required to learn to drive for a position in community social care in a non-COVID-19 environment. | Key worker | The trainer and their household is of considerable risk to the client. 1 | Use a trainer on the Voluntary Register of Driver Trainers for Key Workers. | The client poses little risk to the ADI. The ADI poses more risk to the client. | DO NOT TRAIN THIS CLIENT | The client should be passed to The Voluntary Register of Driver Trainers for Key Workers which contains ADIs who have successfully completed the safe practices module and are in a low risk category of health and well-being. |
| The trainer lives alone and is well and not in an enhanced medical risk sector. | Client is front line medical/ emergency staff who are on C-19 wards or exposed to a C-19 environment. | Critical worker | The trainer's household is in good condition but the risk from the client can jeopardise that. 2 | Complete change of clothes and awareness of the importance of personal hygiene, such as bathing in Hibiscrub prior to appointment. The client will need to ensure that they have washed their hands just prior to entering your vehicle and should wear protective gloves. A face covering could be considered. Long trousers and long sleeves should be worn and no open footwear. | The client's exposure to the C-19 is the biggest risk to the trainer. The trainer poses minimal risk to the client | Ensure the client has a justifiable reason for training. If a DVSA key worker test has been issued then a training regime must be planned. The ADI's vehicle should not be used by any member of the family. | Contact any client prior to meeting to discuss their health. The vehicle must be sanitised and the client needs to get a driving licence code to validate the licence. This code should be no more than 24 hours old. Social distancing must be observed outside the vehicle. Handshakes and the sharing of pens, iPads and training aids is not allowed. Do not face each other when speaking. Keep vehicle ventilated with. Do not use air conditioning or vents on 'recycled air' mode. |
| The trainer has been unwell with COVID-19-like symptoms for the last seven days and has not been tested. | The client is a multi-drop home delivery driver requiring a return work assessment | Key worker | Trainer poses serious risk to client 1 | Use a trainer on the Voluntary Register of Driver Trainers for Key Workers | Moderate risk posed to ADI | DO NOT TRAIN AND SEEK MEDICAL ADVICE | The client should be passed to The Voluntary Register of Driver Trainers for Key Workers which contains ADIs who have successfully completed the safe practices module and are in a low risk category of health and well-being. |



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| Trainer | Client | | | | | | |
| Trainer is living in a household of no key/critical workers. All of the household is well and has been adhering to distancing regulations and exercise regime. The ADI is registered to the Voluntary Register of Driver Trainers for Key Workers. | The client is a multi-drop home delivery driver requiring a return to work assessment. | Key worker | The trainer's household is in good condition but there is a moderate risk that the key worker could jeopardise that through possible contact at the front door at delivery points. | The client will need to ensure that they have washed their hands just prior to entering the vehicle and should wear protective gloves. A face covering could be considered. Long trousers and long sleeves should be worn and no open footwear. | Moderate risk posed to ADI | The client is doing a return to work assessment. Why? Find out the details and also request a licence check code that can be inspected no more than 24 hours prior to training appointment. | Contact any client prior to meeting to discuss their health. The vehicle must be sanitised. Social distancing must be observed outside the vehicle. Handshakes and the sharing of pens, iPads and training aids is not allowed. Do not face each other when speaking. Keep vehicle ventilated with. Do not use air conditioning or vents on 'recycled air' mode. |
| The trainer lives alone and is well and not in an enhanced medical risk sector. | The client is requiring training to drive for the first time in this country. They hold a full EU licence and have lived here for nine months They will be working and living in a non-COVID-19 environment | General Public | Neither trainer or client pose significant risk to each other | The client will need to ensure that they have washed their hands just prior to entering your vehicle and should wear protective gloves. A face covering could be considered. Long trousers and long sleeves should be worn and no open footwear. | Minimal risk posed to ADI | The trainer must ensure that over-exposure to the client does not take place. Intensive lessons are not recommended due to the lack of social distancing. | Contact any client prior to meeting to discuss their health. The vehicle must be sanitised. Social distancing must be observed outside the vehicle. Handshakes and the sharing of pens, iPads and training aids is not allowed. Do not face each other when speaking. Keep vehicle ventilated with. Do not use air conditioning or vents on 'recycled air' mode. |
| The trainer lives with a partner that is a senior nurse on a COVID-19 ward. Neither are in the enhanced 'at risk' health sector. | Your client is a healthcare worker, working with non-COVID-19 patients but in a GP surgery, hospital or care home setting | Critical worker | Both households pose the same risk to each other | The client will need to ensure that they have washed their hands just prior to entering your vehicle and should wear protective gloves. A face covering could be considered. Long trousers and long sleeves should be worn and no open footwear. | Moderate risk posed to ADI | The trainer must ensure that over-exposure to the client does not take place. Intensive lessons are not recommended due to the lack of social distancing. | Contact any client prior to meeting to discuss their health. The vehicle must be sanitised. Social distancing must be observed outside the vehicle. Handshakes and the sharing of pens, iPads and training aids is not allowed. Do not face each other when speaking. Keep vehicle ventilated with. Do not use air conditioning or vents on 'recycled air' mode. |



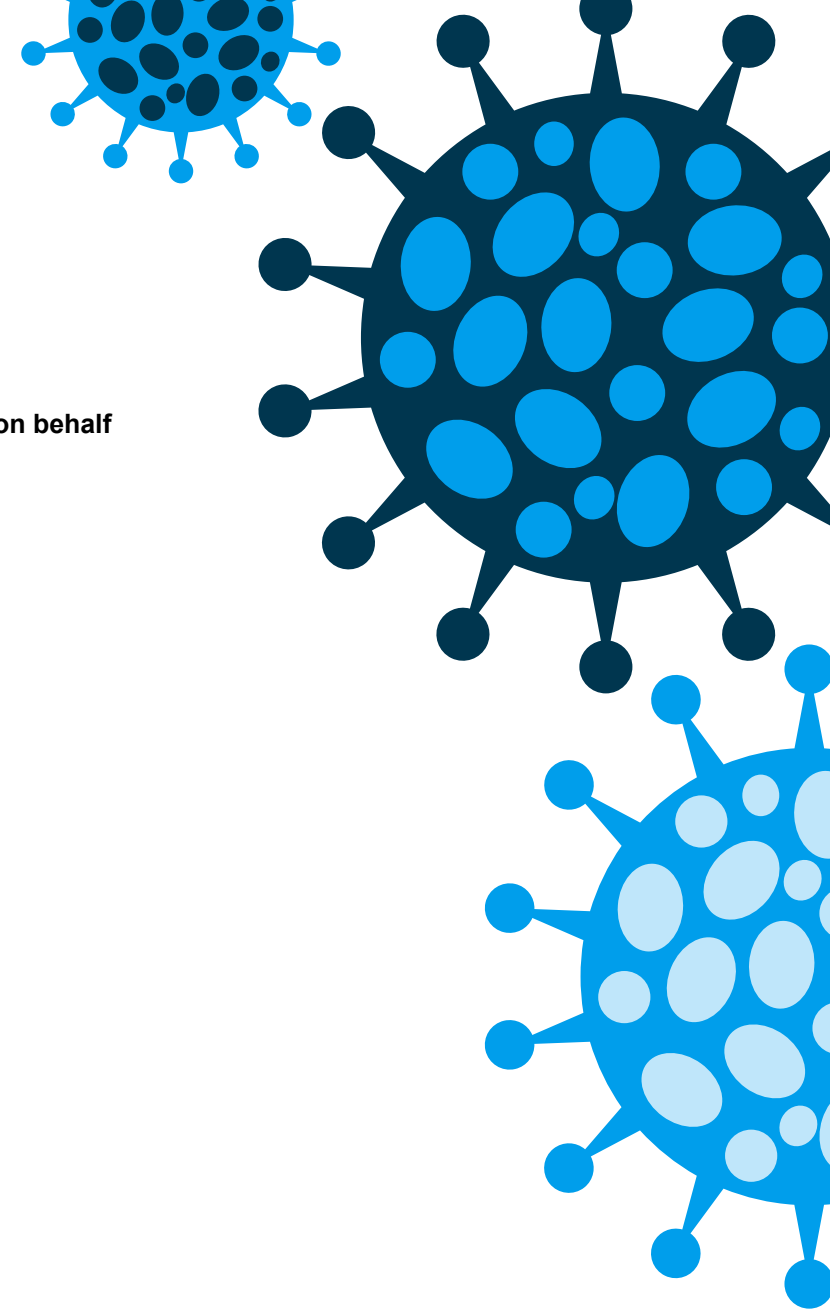
Important links

Click here for a full list of 'at risk' people <https://digital.nhs.uk/coronavirus/shielded-patient-list>

The Voluntary Register of Driver Trainers for Key Workers is held at the Driving Instructors Association on behalf of NASP and can be contacted at: help@driving.org

Safe training protocols are available on www.diaacademy.co.uk

To obtain a driving licence code visit <https://www.gov.uk/view-driving-licence>





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