

Hazard	Control Methods
Pupil or instructor has or develops persistent cough or other COVID-19 symptoms	If possible, instructor should check their temperature daily. If they have a fever, they should not continue with lessons. Instructor to contact pupil prior to the lesson to establish if they have any COVID-19 symptoms. If either are showing any symptoms, the lesson should not go ahead. If a pupil or instructor develops symptoms while on a lesson, the lesson should be aborted ASAP and the instructor should drive the pupil back to their drop-off location. The person with symptoms should avoid touching any shared surfaces for the remainder of the journey. In all cases, if the instructor develops symptoms, they should follow the Government guidelines on self-isolation and not return to work until their period of self-isolation has been completed. Instructors to inform all pupils and cancel lessons for the self-isolation period.
Poor hygiene	Wash hands thoroughly and regularly with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser if soap and water are not available. Use NHS directed hand washing technique. Coughs and sneezes should be caught in a tissue, or into the crook of the elbow if tissue is not available. Instructor should provide an appropriate bin for used tissues e.g. tie-handle nappy sacks. At no point must the instructor come in to contact with a pupil's used tissues. Pupils to take their waste home with them to dispose of in line with Government guidance. Provide hand-washing facilities: the instructor should have hand sanitiser available in their teaching vehicle for each lesson. Hand sanitiser levels should be regularly checked.
Meeting and greeting a pupil	The instructor should not greet the pupil with any form of physical contact, such as a handshake. If contact does occur, hands should be washed immediately. Instructor should

Pupil Initials

	communicate with the pupil outside of the car prior to the lesson to establish that they look and feel in good health before entering the car.
Spread of virus through droplets from speech, coughing or sneezing	Wear face coverings while in the car (N.B. not recommended if you have a respiratory condition e.g. Asthma) to help reduce the dispersal of droplets in the air. Where possible, pupil and instructor should not be face to face with each other. Coughs and sneezes should be caught in a tissue, or into the crook of the elbow if tissue is not available. Instructor should provide an appropriate bin for used tissues e.g. tie-handle nappy sacks. At no point must the instructor come in to contact with a pupil's used tissues. Pupils to take their waste home with them to dispose of in line with Government guidance.
Virus being spread to a surface from hands	Follow good NHS hygiene measures at all times: - Both instructor and pupil to wash hands with soap and water/hand sanitiser (where soap and water is not possible) before a lesson and during if required. - Both instructor and pupil should avoid touching their faces. - Instructor should wipe down and clean inside and outside shared surfaces of car in between each lesson.
Infection from surfaces in the teaching vehicle from a previous pupil	Instructor should wipe down surfaces in the car including the steering wheel and column, dashboard, gear lever, indicator switch, light switches, wiper switch, radio and door handles, hand brake, along with any other commonly touched surface within the car.
Cold temperature in car	It's strongly advised to keep windows open slightly for fresh and ventilation purposes. In the event the weather turns colder, you must try to keep the windows cracked still. Advise pupils to bring extra layers with them to the lesson on colder days. Always carry extra clothing layers in the back of your car.
Spread of virus through clothing	Clean and appropriate clothing should be worn each day, maintaining good hygiene measures at all times.
Spread of virus from personal belongings	Pupils should not bring any personal belongings in to the car, other than what can be kept

	in their pockets. Any bags which cannot be left behind e.g. handbags/workbags, must be stored in the boot.
Pupil wants to pay by cash – bank transfer/debit payment is not available	Pupil should display and count money in front of instructor. Instructor should provide an envelope or something similar for pupil to put the cash into. At the end of the working day instructor should spray the cash with a bacterial spray if required immediately, otherwise let the cash settle for at least 72 hours before handling. Washing hands before and after handling the cash is extremely important. Where change is required the pupil and instructor should try to come to an agreement where any small amounts can be added to the next lesson or taken off, so nobody loses financially.
Access to teaching vehicle	Instructor should ensure that all non-essential access to the vehicle is stopped – only the instructor should be accessing the vehicle outside of lessons.

Training

Become familiar with and follow guidelines from the UK Government and/or NHS website:

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Updates

The management team of driveJohnson's will keep all instructors updated on best practices and updates to Government or company guidance. Any immediate advice provided by the government should always take priority. driveJohnson's will always follow the latest government advice and expects the franchised instructors and learner drivers to do the same.

Please note: As of 4th July 2020 Driving Examiners will expect test candidates turning up for a driving test to wear a face covering/mask. This is compulsory unless the test candidate has proof they have a medical condition such as Asthma. If the test candidate refuses to wear a face covering then the examiner may abort the driving test. For full details on acceptable face coverings please visit the government website.

If in England call NHS on 111, if in Scotland call your GP or NHS 24, if in Wales call 0845 46 47 or 111 or if in Northern Ireland contact 0300 200 7885 where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.

Instructor Specific advisories:

Instructor Name:

Pupil Name:

Instructor ADI Number:

Pupil Signature:

Instructor Signature:

Date:

Pupil Initials