

Health and Safety Policy

COVID-19

NAME: _____ **DATE:** _____

These are additional terms and conditions to existing policies and administration and reflect the current restrictions and guidance given by the relevant authorities.

In view of the current Health and Safety considerations and guidance issued by NASP and DVSA and to ensure compliance with the latest Public Health England and Cabinet Office guidelines, we have established the following protocols, which will remain in force until notified otherwise.

This will ensure that we provide a safe environment in which to conduct our training and minimise the risk of transmission for existing and new members, trainers and examiners.

The purpose of this form is to ensure that trainees, trainers and our examiner are fully informed of any health conditions or concerns you have regarding personal well-being during your time with us. It will also ensure that any questions you have are answered and any necessary planning or equipment is put in place before we commence practical on road sessions.

IMPORTANT NOTES:

- **YOU MUST NOTIFY US IMMEDIATELY IF YOU OR ANY MEMBER OF YOUR IMMEDIATE HOUSEHOLD HAS BEEN ADVISED TO SELF-ISOLATE.**
- **YOU MUST NOT ATTEND ANY PRACTICAL SESSIONS OR PLANNED TEST UNTIL WE HAVE CARRIED OUT A RISK ASSESSMENT.**

Both ADAS trainers and trainees need to consider:

- If you have any Covid-19 symptoms or
- If you fall into higher risk categories

Therefore, when requesting the ADAS improved or advanced driving tuition or an advanced driving test:

1. You must confirm that you are not displaying any of the known symptoms of Covid-19 at the time of requesting tuition.
2. You must inform the Training Officer if you have been tested positive for Covid-19.
3. If you have tested positive or displayed the symptoms of Covid-19 and have been advised to isolate or shield for the prescribed period of time, you must provide evidence of your isolation or shielding together with effective dates.

If points 1 to 3 are accepted the following steps must be taken.

4. You confirm that the interior of your vehicle is thoroughly sanitised. This will include any surface within the vehicle that the trainer or examiner might come into contact with during the training or assessment.
5. The air conditioning must be switched on. This is to prevent misting inside the vehicle, which could create an incompatible atmosphere, which might allow transmission of the Covid-19 virus.
6. If air conditioning is not available drivers and passengers windows should be slightly open. This will allow adequate air-flow within the vehicle and minimise condensation.

7. A face covering must be worn at all times inside the vehicle, unless you are exempt.
8. Our trainers will be wearing a face covering during the on-road sessions. Therefore, if you have a hearing impairment please let us know in advance.
9. If you are exempt from wearing a face covering because of a medical condition please let us know so that we may discuss what options might be available in order to start or continue your training.
10. You must provide hand sanitiser for your own personal use.
11. Social distancing should be applied whenever possible.
12. The Training Officer has the right to terminate the training or test if they consider that this policy has not been complied with.
13. If you have any questions in relation to this policy you should contact the Training Officer for advice and guidance.

I agree to comply with all aspects of this policy.

Signature: _____

Date: _____

Print Name: _____

ADAS Training Officer: Mr Guy Annan

Email: trainingofficeradas@gmail.com

**PLEASE PRINT THIS FORM AND SIGN IT.
IF POSSIBLE, YOU SHOULD SCAN OR COPY IT AND EMAIL TO THE TRAINING OFFICER AT THE ABOVE
ADDRESS.**



Thank you.

ADAS has a general duty to consider the following matters in the exercise of all of its functions: Equal Opportunities, Race, gender, sexual orientation, marital status and any disability, Crime & Disorder, Health & Safety and Human Rights. If any member has special requirements or requests, please contact ADAS at the following address: adasomersset@gmail.com