

# Risk Assessment

<b>Activity (cars)</b>	Advanced driving test (cars)
<b>Assessor</b>	

<b>People at risk</b>	<b>Category</b>	<b>Tick if at risk</b>
	General public	
	Volunteers	
	Members/Candidates	
	Others (Specify where necessary)	

<b>Date</b>	July 2016
<b>Review Date</b>	July 2017

## The Risk Assessment process

A risk assessment is carried out to evaluate the likelihood of harm occurring as a result of a hazard and how severe that harm could be. The process should identify the hazards involved, then assess them. The next step is to consider how to control the risks – what can be done to keep them as low as possible. There will be times when the risk is so high that it would be considered dangerous to carry on with the activity – e.g. conducting an advanced motor cycle test on sheet ice. There are also activities where there is a real risk of injury, but which have a very low injury level – e.g. handling sheets of paper runs the risk of “paper cuts” to the fingers. The end result is that the risks are managed downwards by the control measures considered for that purpose. The control measures then have to be implemented .....To calculate the risk the system below is intended to be fairly simple to use ..

Severity		Likelihood	
Description	Score	Description	Score
Minor injury		Event unlikely to happen, but possible	
Injury causing less than three days off work		About even chance an event may happen	
Over three days off work, major injury, or a fatality		Highly likely, or almost certain an event will happen	

### Multiply the severity score by the likelihood score to produce an overall assessment:

Result of overall risk grading: 1 = Trivial 3 or 5 = Tolerable 9 = Moderate 15 = Substantial 25 = Intolerable.

1	Trivial	No action
3 or 5	Tolerable	Use basic control measures and monitor activity
9	Moderate	Reduce the risk
15 or 25	Substantial/Intolerable	Reduce the risk, or cancel the activity/action that produced this risk assessment result

Control measures, if appropriate, need to be described in the column provided.

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
Collision with another vehicle/road user/roadside property etc	All	5	1	5	<p><b>Candidate</b></p> <ul style="list-style-type: none"> <li>• All have DSA driving test pass qualification as a minimum of prior training (or EU/foreign equivalent) All have signed a driving licence declaration</li> <li>• Eyesight tested at start of test</li> <li>• Briefing at start of session includes safety issues, and reminds associate he/she has responsibility for safety specifically</li> <li>• Associate previously trained and now being assessed on safety as a major focus of the session</li> </ul> <p><b>Examiner</b></p> <ul style="list-style-type: none"> <li>• Examiner also holds driving licence for the vehicle</li> <li>• All examiners are holders of police advanced driving qualification, and competent to observe developing driving hazards.</li> <li>• Bi-annual quality assurance visit by Regional Quality Managers includes safety issues</li> </ul>		

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Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
					<p><b>Vehicles</b></p> <ul style="list-style-type: none"> <li>• Examiners will not to use a vehicle they feel unsuitable/unsafe</li> <li>• Seat belts worn at all times except when reversing if fitted</li> <li>• Vehicles given visual check prior to commencing test</li> </ul> <p><b>1st Aid etc</b></p> <ul style="list-style-type: none"> <li>• Examiners all trained to ELS standard as minimum at some point in their adult life</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Examiner has authority to terminate activity with candidate if he/she considers the driving too dangerous or conditions inappropriate</li> <li>• Route choice at discretion of examiner to match candidate performance/road and weather etc conditions, vehicle capability etc</li> <li>• Candidate encouraged to give verbal commentary ensuring examiner aware of associates hazard awareness</li> <li>• Adherence to speed limits and other traffic law part of the assessment being made - breach of speed limit or other traffic law is a failure</li> <li>• Safety the major part of the assessment being made</li> </ul>		

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
Collision with another vehicle/road user/roadside property etc during reversing manoeuvre	All	5	1	1	<ul style="list-style-type: none"> <li>• Controls as above in this column apply where appropriate</li> <li>• Examiner able to monitor activity from any place he/she chooses to ensure safety of exercise</li> <li>• Examiner able to monitor activity and intervene if necessary and advise driver/ other parties of danger</li> <li>• Manoeuvre conducted at suitable location at time and place of examiner choice to maintain safety</li> </ul>	Y	
Collision of pedestrian with another vehicle at start/finish venue	Volunteer Member/ Associate	5	1	1	<ul style="list-style-type: none"> <li>• Location chosen to be away from fast-flowing traffic as far as possible, or at discretion of examiner who has authority to decline a location</li> <li>• Candidates all licensed drivers, therefore have background awareness of road dangers</li> <li>• Examiners all serving or retired police officers (commonly traffic officers) with heightened awareness of safety issues</li> <li>• Hi-viz clothing worn outside vehicle if appropriate</li> </ul>	Y	

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Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
Slip/Trip at starting/finishing venue	Volunteer Member/ Associate	3	1	3	<ul style="list-style-type: none"> <li>Location chosen to be away from fast-flowing traffic as far as possible, or at discretion of examiner who has authority to decline a location if inappropriate</li> <li>Locations with uneven surfaces avoided where possible</li> </ul>	Y	
Driver Fatigue	All	5	1	5	<ul style="list-style-type: none"> <li>Session restricted to 90 minutes maximum</li> <li>Examiner authorised to abandon/postpone session if concerned</li> <li>Appointment set by mutual discussion between examiner and candidate</li> </ul>	Y	
Cramp etc from prolonged sitting in car driving	Volunteer Member/ Associate	1	1	1	<ul style="list-style-type: none"> <li>Session restricted to a maximum of 90 minutes</li> </ul>	Y	
Effects of weather	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> <li>Activity cancelled/curtailed in extreme cold conditions, controlling risk of hypothermia, and also increased risk of collision due to road surface conditions</li> <li>Route/length of sessions at discretion of examiner to ensure extreme heat conditions catered for</li> <li>Examiner has total authority to cancel/curtail activity if conditions unsuitable (eg Fog)</li> <li>Wet conditions covered as part of the training process – examiner trained to deal with these</li> <li>Session limited to 90 minutes maximum</li> <li>Examiner has authority to terminate session if weather conditions of any kind render it appropriate</li> </ul>	Y	

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
Lone worker meeting unknown person – risk of assault	Volunteer Member/ Associate	3	1	3	<ul style="list-style-type: none"> <li>• Examiners dealing with unknown candidates all police officers or retired police officers, trained/experienced in identifying risky behaviour</li> <li>• Examiners all experienced in interpersonal skills to defuse aggressive behaviour</li> <li>• Examiner authorised to withdraw if unhappy with behaviour of candidate</li> <li>• Examiners all previously (or currently) trained in self-defence skills</li> <li>• Details of candidates normally known to others in the organisation</li> <li>• Status/previous status of examiners publicly known to candidates</li> <li>• Meeting and de-brief location with candidate in examiners control, allowing use of public place if appropriate</li> </ul>	Y	