



St Helens Group of Advanced Motorists  
Risk Assessment

<b>ACTIVITY</b>	<b>DRIVE CHECK / FREE ASSESSMENTS</b>		
<b>GROUP (Name)</b>	St. Helens	<b>ASSESSOR</b>	Mark Farnworth (Group Chairman)

PEOPLE AT RISK	Category	Tick if at risk
	General public	X
	Volunteers	X
	Members/Associates	X
	Others (Specify where necessary)	

<b>DATE</b>	7 <sup>th</sup> February 2023
<b>REVIEW DATE</b>	7 <sup>th</sup> February 2024

## 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	1	Event unlikely to happen, but possible	1
Injury causing less than three days off work	3	About even chance an event may happen	3
Over three days off work, major injury, or a fatality	5	Highly likely, or almost certain an event will happen	5

**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
<i>Collision with another vehicle/road user/roadside property etc</i>	All	5	1	5	<p><b><u>Associates</u></b></p> <ul style="list-style-type: none"> <li>All have DSA driving test pass qualification as a minimum of prior training (or EU equivalent)</li> <li>An 'electronic' Documents Disclaimer form is submitted or a paper equivalent is signed by the Associate prior to driving on the first session</li> <li>Eyesight tested at start of first and subsequent sessions.</li> <li>Briefing at start of session includes safety issues, and reminds associate he/she has responsibility for safety specifically</li> <li>Associates not to take or make a mobile phone call (hands free or hands held) whilst driving.</li> </ul> <p><b><u>Free Assessments</u></b></p> <ul style="list-style-type: none"> <li>Members of the public undergoing free assessment drives are required to sign a declaration that they are fully licensed to drive that particular vehicle, and the vehicle</li> </ul>	X  X  X  X  X	

					<p>itself is fully taxed, insured and roadworthy. (Documents Disclaimer).</p> <p><b><u>Observers</u></b></p> <ul style="list-style-type: none"> <li>• Observer holds driving licence for the vehicle and understands the general issues relating to vehicles of this nature</li> <li>• All Observers are trained to satisfy the requirements of the relevant IMI Observer Competencies: Local Observers are qualified and reassessed as required by Local Observer Assessors who must hold the National Observer qualification and National Observers are qualified and reassessed as required by Regional Quality Managers or Staff Examiners.</li> <li>• Minimum activity level criteria maintained</li> </ul> <p><b><u>Vehicles</u></b></p> <ul style="list-style-type: none"> <li>• Observers given authority not to use a vehicle they feel unsuitable/unsafe</li> <li>• Seat belts worn at all times but can be removed when reversing</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
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					<p><b><u>Miscellaneous</u></b></p> <ul style="list-style-type: none"> <li>• Observer has authority to terminate activity with an associate if he/she considers the driving too dangerous or conditions inappropriate</li> <li>• Length of individual drives at discretion of observer to maintain concentration etc</li> <li>• Route choice at discretion of observer to match associate performance/road and weather conditions etc</li> <li>• Sessions conducted on roads known to the observer</li> <li>• Pace of session at discretion of observer to match associates capability</li> <li>• Associates encouraged to give verbal commentary during later stages ensuring observer aware of associates hazard awareness</li> <li>• Written reports of associate performance kept on all drives, creating atmosphere of accountable performance, and allowing observer access to information about previous performance/behaviour of associate</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
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					<ul style="list-style-type: none"> <li>• Speed limits and other traffic law adhered to as part of objectives of activity</li> <li>• Observers advised that 'best practice' is to have a mobile phone available in the vehicle in case of emergency.</li> </ul>	<p>X</p> <p>X</p> <p>X</p>	
<b><i>Collision of pedestrian participant with another vehicle at start/finish venue or during driver change-over in multi-associate sessions</i></b>	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> <li>• Location chosen to be away from fast-flowing traffic as far as possible, or at discretion of observer who has authority to decline a location</li> <li>• Associates and observers all licensed drivers, therefore have background awareness of road dangers</li> <li>• Traffic awareness an integral part of the activity and therefore given attention</li> </ul>	<p>X</p> <p>X</p> <p>X</p>	
<b><i>Slip/Trip at starting/finishing venue or during stops</i></b>	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 observer who has authority to decline a location</li> <li>• Uneven surfaces avoided where possible</li> </ul>	<p>X</p> <p>X</p>	

<b><i>Cramp etc from sitting in vehicle</i></b>	Volunteer Member/ Associate	1	1	1	<ul style="list-style-type: none"> <li>• Timing of session at observers discretion if break/end of session required</li> </ul>	<b>X</b>	
<b><i>Effects of weather</i></b>	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> <li>• Activity cancelled/curtailed in extreme conditions, controlling health risk and deteriorating road conditions</li> </ul>	<b>X</b>	

<b><i>Driver fatigue</i></b>	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> <li>• Observer has authority to terminate activity with an associate if he/she considers the issue becoming a concern</li> <li>• Length of individual drives at discretion of observer to maintain concentration etc.</li> <li>• Route choice at discretion of observer to match associate performance – able to choose an “easier” route if appropriate</li> </ul>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
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<p><b><i>Lone worker meeting unknown person – risk of assault</i></b></p>	<p>Volunteer Member/ Associate</p>	<p>5</p>	<p>1</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• Observer authorised to withdraw if unhappy with behaviour of candidate</li> <li>• Details of associates normally known to others in the organisation</li> <li>• Meeting and de-brief location with candidate in observers control, allowing use of public place</li> </ul>	<p>X  X  X</p>	
<p><b><i>Accusation of 'improper behaviour'</i></b></p>	<p>Volunteer member/ Associate /Public</p>	<p>5</p>	<p>1</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• Guidance given to Observers (see below)</li> </ul>	<p>X</p>	

## St.Helens Group of Advanced Motorists

### Guidelines for the personal safety of Observers, Associates and Members of the Public

- The Associate Co-ordinator or his/her representative should record all Observed Runs, Demonstration Drives and free Public Assessment drives conducted by Observers on behalf of the Group.
- Meeting places for Observed Runs, Demonstration Drives and free Public Assessment drives must be in well lit public areas.
- There should be no physical contact between Observers and Associates/Members of the public apart from welcome and good-bye handshakes. Handshakes are optional and are left to the discretion of Observers.
- Observers should be professional throughout all Observed Runs, Demonstration Drives and Public Assessment drives. The sharing of some personal information is inevitable since this plays an integral part in relaxing Associates and members of the public but this should be kept to a minimum.
- Associates, Observers and members of the public must not use inappropriate gestures or language at any time whether this be swearing, personal remarks or sexual innuendo. If in doubt as to any offence being taken by any party, then inform the Associate Coordinator.
- Observers should treat personal information given to them by an Associate or a member of the public as confidential unless they have a Duty in Law to report the information to the Police or a Duty of Care to the St. Helens Group in which case they should report the information to the Associate co-ordinator.
- For an Observed Run, Demonstration Drive or Public Assessment drive at any time, an Observer/Associate/member of the public should be given the opportunity to request a chaperon.