

Model Risk Assessment				Ref no.	COVID-19	This is an NFCC generic national risk assessment provided in respect of Driving Instruction by FRS driver trainers to deliver training for non-Service personnel to drive ambulances (not on blue lights) activity and any necessary local variations will be agreed through the local health and safety structures.
Activity	Driving Instruction by FRS driver trainers to deliver training for non-Service personnel to drive ambulances (not on blue-lights)			Status		
Location				Initial assess.		
Section				Reviewed		
Assessed by		Specific		Next review	Monthly or following changes, including to relevant guidance, which may alter residual risk rating.	
Role /No/Dept.		Generic	X	Version no.	1.5	

Severity	Likelihood					Risk Rating		
	1. Very Unlikely	2. Unlikely	3. Possible	4. Likely	5. Almost Certain			
						Low Risk 1-5	Proceed	
1	No Injury	1	2	3	4	5		
2	First Aid	2	4	6	8	10	Medium Risk 6-12	Review control measures - proceed
3	7 Day Injury	3	6	9	12	15		
4	Major Injury	4	8	12	16	20	High risk 15-25	Do Not Proceed
5	Fatality	5	10	15	20	25		

Guidance on assessing severity risk			
LEVEL	DESCRIPTOR	CHANCE	DESCRIPTION
1	Very unlikely	0 to 4%	The injury/event may occur only in exceptional circumstances.
2	Unlikely	5 to 24%	The injury/event could occur at some time.
3	Possible	25 to 64%	The injury/event should occur at some time.
4	Likely	65 to 94%	The injury/event is expected to occur in most circumstances.
5	Almost Certain	95 to 100%	The injury/event will occur in most circumstances.

MEASURES OF SEVERITY (CONSEQUENCE)		
LEVEL	DESCRIPTOR	DESCRIPTION
1	Negligible	Minor local first aid treatment (e.g. minor cuts/abrasions) causing minimal work interruption
2	Slight	Injury requiring formal first aider treatment causing interruption of work for 7 days or less. Moderate financial loss
3	Moderate	RIDDOR lost-time injuries. Medical treatment required. Moderate environmental implications. High financial loss. Moderate loss of reputation. Moderate business interruption.
4	Major	Major disabling injuries. High environmental implications. Major financial loss. Major loss of reputation. Major business interruption.
5	Catastrophic	Single or multiple deaths involving any persons.

Activity	Hazard	Potential consequences	Person at Risk	Agreed Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			1-FRS 2-Public 3-Other blue light 4-Other e.g. specialist		L X S = RR				L X S = RR		
Selection of correct staff	Inappropriate selection of staff.	<ul style="list-style-type: none"> Major injury Physiological stress Psychological stress Inappropriate planning leading to inappropriate actions being taken Incorrect instruction/advice being given Reputational damage to the Service 	1, 3	<ul style="list-style-type: none"> Early engagement of safety representatives via joint H&S committee meetings to assist in highlighting selection in correct staff Personnel to be fit and able to undertake driving instruction activity e.g. not from an identified vulnerable group Volunteers to be instructed that those who during this activity have had close contact (as defined in official guidance) with a confirmed COVID-19 patient should inform their appropriate manager Volunteers with relevant skills and experience to be prioritised Fire cover should not be reduced or crewing levels altered to undertake the activity Staff to be suitably trained and qualified to conduct identified work for the agreed activity. Activity to be monitored and reviewed by enabling FRS 	1	4	4				
Preparing for driving instruction activity by individuals prior to instruction	Inadequate/inappropriate preparation by the instructor which may impact on performance	<ul style="list-style-type: none"> Inappropriate preparation leading to inappropriate actions being taken Major injury Physiological stress Psychological stress Reputational damage to the Service 	1, 3	<ul style="list-style-type: none"> Early engagement of safety representatives via joint H&S committee meetings to assist in highlighting safe systems of work Sufficient rest before attending work to undertake activity. Staff to be aware of the need to be sufficiently nourished and hydrated prior to attendance at workplace Students to be provided with joining instructions prior to commencing Consideration should be given to the recommendation to detach dedicated FRS driving instructors for the activity 	1	2	2				

				<ul style="list-style-type: none"> Adhere to working time directive to ensure excessive hours are not worked. Ensure staff have support available for advice with regards to occupational health needs. Venue to be inspected for suitability by FRS manager prior to activity taking place Activity to be monitored and reviewed by enabling FRS 						
	Student being unprepared or uninformed of responsibilities which may impact on performance	<ul style="list-style-type: none"> Inappropriate preparation leading to inappropriate actions being taken Minor injury Reputational damage to the Service. 	1, 3	<ul style="list-style-type: none"> Students provided with joining instructions prior to commencing Pre course learning Driver qualified and validated to drive vehicle. Driver licence checks Staff to be aware of the need to be sufficiently nourished and hydrated prior to attendance at workplace Sufficient rest before activity Health and safety briefing/inductions when attending workplace prior to conducting activity, this to cover all SSOW and RA control measures Full vehicle induction including information and familiarisation driving session. Ensure staff have on-site support available for advice 	1	2	2			
Working from unfamiliar venue	Traversing around the venue	<ul style="list-style-type: none"> Slips, trips and falls Minor injury Musculoskeletal injury Inability to continue with activities 	1, 2, 3, 4	<ul style="list-style-type: none"> Speed restrictions at premise Designated parking area/s identified prior to attendance Pedestrian routes identified Identify buildings/parts of buildings (designated room/s) essential to the task. Safety brief and premise rules. Induction of building including information on evacuation procedures Access fobs be issued where required. First aid/Welfare facilities. Location of first aid facilities 	1	3	3			
Induction/class room activities prior to practical instruction	Unfamiliarity of building layout	<ul style="list-style-type: none"> Slips, trips and falls Minor injury Musculoskeletal injury Inability to continue with activities 	1, 3	<ul style="list-style-type: none"> Safety brief and premise rules. Access fobs be issued where required. First aid/Welfare facilities. Location of defibrillator 	1	3	3			

		<ul style="list-style-type: none"> Potential exposure to COVID 19 		<ul style="list-style-type: none"> Students to be briefed in advance not to attend training if showing signs and symptoms of COVID 19. Students to have safety induction and briefing on safety procedures when moving around the building. Social distance guidance for 2 metre social distancing to be adhered to at all times. Rooms to be set up so that social distancing is to be maintained Ventilation to be maintained within the room Adequate lighting provided. 						
Vehicle checks prior to driving the vehicle.	Non-roadworthy/unfamiliar vehicle being checked	<ul style="list-style-type: none"> Vehicle Collision Minor Injury Major injury Reputational damage to the Service 	1, 2, 3	<ul style="list-style-type: none"> Driver adheres to Service Management of Road Risk Policy. Maintenance schedule for each vehicle. Vehicle inspection and checks completed and recorded at start of each duty period. Non-roadworthy vehicles are not to be used Training on all equipment that FRS personnel will use. 	1	4	4			
Undertaking practical driving instruction	Road Risk Road Traffic Collisions	<ul style="list-style-type: none"> Vehicle Collision Major Injury Major vehicle damage Minor Injury Adverse effect on FRS trainer's mental health and wellbeing Driver fatigue Loss of life Reputational damage to the Service 	1, 2, 3	<ul style="list-style-type: none"> Ensure doors, lockers and equipment are secured before moving off. Use vehicle seat belts. Utilise satellite navigation and maps, where required Evaluate weather and road conditions. Good knowledge of topography and risks including road closures etc. Drivers to be aware of the process for the reporting of RTC's in Service vehicles Adherence to the road traffic act at all times (no FRS exemptions) 	1	4	4			
	Low speed manoeuvring	<ul style="list-style-type: none"> Minor vehicle damage Minor Injury Reputational damage to the Service 	1, 2, 3	<ul style="list-style-type: none"> Plan to arrive early Park vehicle in a safe location to allow FRS personnel to exit vehicle on arrival Adhere to low speed manoeuvring procedures Health and safety - Inform FRS personnel before moving vehicles Utilise hi-vis jackets if required. 	2	2	4			

				<ul style="list-style-type: none"> • Appoint 'safety person' to assist with manoeuvres, if available. • Adhere to agreed signals from 'safety person' • Observe cameras and vehicle sensors, if available 							
	Coming into contact with person/s with COVID 19 or other contagion in the vehicle	<ul style="list-style-type: none"> • Risk of exposure to COVID 19 via touch or airborne transmission through contact with individuals, vehicle fittings and furnishings • Increased risk of exposure to biohazard • Stress • Anxiety • Other psychological Injury • Adverse impact on FRS operational response. • Adverse impact on the NHS. • Loss of life • Reputational damage to the Service 	1, 3	<ul style="list-style-type: none"> • Relevant PPE to be worn whilst undertaking this task as detailed in Section A1 • Suitable hand washing facilities and sanitising stations provided with hand sanitiser. • Suitable hard surface anti-bacterial wipes and cleaning solution provided. • Numbers to be kept to a minimum i.e. 1 to 1 tuition to limit persons in vehicle. • Social distance guidance for 2 metre social distancing to be adhered to wherever possible. • Call students ahead of training session to enquire; <ul style="list-style-type: none"> ○ if they have any symptoms ○ if anyone they know or have been in contact with is showing symptoms ○ If they, or if anyone they have been in contact with, has travelled from a high-risk, infectious region. In which case individuals to be briefed in advance not to attend activity. • All individuals must wash or sanitise their hands prior to entering the vehicle. • Maintain an air flow in the vehicle by opening windows where practicable to do so. • Wipe down surfaces internally and externally on the vehicle before and after use. • Provision of face shielding protection if social distancing cannot be maintained • Avoid skin-to-skin contact or being in close proximity to the exhaled breath whenever not wearing suitable protection • During training, regular breaks should be undertaken in fresh air and social distancing rules should continue to be observed. 	1	5	5				

				<ul style="list-style-type: none"> • Where a student has met the training objectives the course should be ended. There is no need to unnecessarily elongate the course • If, during training, the instructor or student becomes symptomatic they must: <ul style="list-style-type: none"> ○ report this immediately and cease the activity ○ stop at a safe location and ensure both the instructor and student have donned an FFP3 face mask and ensure blue nitrile gloves are worn ○ Return vehicle and student to home base immediately ○ Ensure vehicle is professionally deep cleaned prior to being re-used • The individuals should inform their appropriate managers, self-isolate and follow test and trace guidance • Provision of a suitable disinfectant cleaning wipe/solution • Provision of clinical waste bag • Disposable PPE must be placed in the clinical waste bag for disposal after each use • Showering & washing to be undertaken by the individual not showing symptoms and should heed any notifications by contact tracers • Person showing symptoms should return home and not access the premise • Contaminated PPE should be treated as clinical waste e.g. bagged up for professional cleaning or disposal. • Ensure staff have support available for advice with regards to occupational health needs. 							
	Non-roadworthy/non familiar vehicle being utilised	<ul style="list-style-type: none"> • Vehicle Collision • Minor Injury • Major injury • Reputational damage to the Service 	1, 2, 3	<ul style="list-style-type: none"> • Driver adheres to Service Management of Road Risk Policy. • Maintenance schedule for each vehicle. 	1	4	4				

				<ul style="list-style-type: none"> • Vehicle inspection and checks completed and recorded at start of each duty period. • All vehicles confirmed as roadworthy at start of shift and recorded as such. • Non-roadworthy vehicles are not to be used • Potential faults to be reported to the identified responsible person. This to include potential or mid shift faults. • Training on all equipment that FRS personnel will use. 						
Cleaning of equipment/vehicle	Contamination of instructor and/or student	<ul style="list-style-type: none"> • Increased risk of exposure to biohazard • Contraction of COVID 19 • Stress • Anxiety • Other psychological Injury • Spreading the COVID 19 infection. • Adverse impact on the NHS. • Reputational damage to the Service 	1, 2, 3	<ul style="list-style-type: none"> • Individuals to be briefed in advance not to attend training if showing signs and symptoms of COVID 19. • All personnel, Staff or visitors to site to have safety induction and briefing on safety procedures • PPE to be worn whilst undertaking this task as detailed in section A1 which includes PPE donned by the student. • If student refuses to done PPE, then training should not take place. • Avoid skin-to-skin contact or being in close proximity to the exhaled breath whenever not wearing suitable protection • Contamination avoidance training to include disposal of contaminated PPE and equipment • All activities will be under supervision by competent person/s • Maintain social distancing measures wherever possible • Follow COSHH guidance for protective equipment when using chemical disinfectants • Routine cleaning of the vehicle and equipment between use must be carried out by the agency responsible for the vehicle • If vehicle is suspected of being contaminated, ensure vehicle is professionally deep cleaned prior to being re-used • If instructors or students become symptomatic the activity is to cease immediately 	2	3	6			

				<ul style="list-style-type: none"> Existing injuries to be covered Avoid touching areas of face with hands. Regular washing of hands and use of alcohol / sterile hand gels. Advise that all venue surfaces/equipment/vehicles utilised will be cleaned post and prior to any activity 						
	Appliance and/or equipment insufficiently cleaned	<ul style="list-style-type: none"> Viral infection Increased risk of exposure to biohazard Minor Physical injury Delay in getting to work Exposure to COVID 19 	1, 3	<ul style="list-style-type: none"> A safety briefing to be given. This to include steps to take in the eventuality a vehicle is identified as being unclean. Relevant PPE to be worn whilst undertaking this task as detailed in section A1 All equipment to be visually inspected Provision of a suitable disinfectant cleaning wipe/solution Any equipment faults to be recorded, reported and replaced. Maintain a cleaning log for each vehicle showing each vehicle operative/s Vehicles not fully cleaned to be removed from use Cleaning of equipment/vehicles prior, post and between activities 	2	3	6			
Disrobing at the end of shift	Cross-contamination	<ul style="list-style-type: none"> Biohazards: e.g. pathogens, virus's etc Spreading an infection Potential to bring an infection/virus home Contaminating family members Unwarranted impact on the NHS. Reputational damage to the Service 	1, 2	<ul style="list-style-type: none"> Establish physical separation of clean and dirty areas Ensure the provision of warm water and soap PHE donning and doffing in accordance with guidance in Section B Use of alcohol / sterile hand gels. Showering & washing facilities to be provided Use the pre-arranged appropriate storage facilities for personal clothing Dispose of single use PPE in medical waste bin at premise. Disposal point for contaminated PPE/ uniform etc. FRS personnel to be trained in personal decontamination procedures Appropriate decontamination of PPE by professional cleaners, 	1	4	4			

				<ul style="list-style-type: none"> Contaminated PPE to be treated as clinical waste If a medical waste bin is not available, all PPE to be bagged and sealed prior to returning to, and disposing of on return to FRS premise 						
Leaving venue on completion of driving instruction	Increased risk of FRS personnel leaving the venue with COVID-19 now present within the premise	<ul style="list-style-type: none"> Potential for contracting COVID 19 or other infection Potential to spread an infection/virus to other premise and/or premise users Potential to bring an infection/virus home Reputational damage to the Service 	1, 2, 3	<ul style="list-style-type: none"> Remind all participants to maintain social distancing on leaving the premise FRS staff to exit building utilising shortest travel route. Use defined decontamination procedures for PPE on leaving the building. Follow hygiene rules on leaving premise e.g. provision of hand sanitiser, workplace hygiene rules etc. 	1	4	4			
Provision of Welfare facilities	Inadequate welfare and hygiene facilities provided	<ul style="list-style-type: none"> Stress Anxiety Infection of FRS responders from bio-hazards Adverse effect on FRS responders' mental health and wellbeing Loss of working time. Potential exposure to COVID 19 Unwarranted impact on the NHS. Reputational damage to the Service 	1	<ul style="list-style-type: none"> Training to be given prior to activity commencing Welfare Facilities for suitable rest/toilet breaks for instructors/students and in appropriate designated areas that can maintain social distancing measures. Facilities provided are to be COVID 19 secure Suitable facilities for adequate hand hygiene to be adopted and adhered to. Showering & washing facilities to be provided Only utilise buildings/parts of buildings essential to the task. These facilities are to be COVID 19 secure Suitable facilities for instructors/students to change clothing Ensure staff have support available for advice with regards to occupational health needs. 	2	2	4			
Post activity considerations	FRS personnel becoming infected or showing symptoms of an infection.	<ul style="list-style-type: none"> Stress Anxiety Psychological stress Adverse effect on FRS personnel mental health and well being Further transmission of COVID 19 within the workplace 	1	<ul style="list-style-type: none"> Early engagement of safety representatives via joint H&S committee meetings to assist in debriefing the work activity Health and Safety brief to reiterate signs and symptoms of COVID 19 Personal and workplace hygiene – e.g. provision of hand sanitiser, workplace3 hygiene rule etc. 	1	5	5			

		<ul style="list-style-type: none">• Spreading the transmission to home premise• Loss of working time.• Impact on an operational response.• Impact on the NHS.• Reputational damage to the Service		<ul style="list-style-type: none">• Staff to be instructed that those who during this activity have had close contact (as defined in official guidance) with a confirmed COVID 19 patient should inform their appropriate manager and follow self-isolation and test & trace guidance• Ensure staff have support available for advice with regards to occupational health needs.• Access to professional counselling services to be communicated to staff.• Employee Assistance Programme (EAP) or Service equivalent to be flagged and highlighted to all staff• If personnel become symptomatic they will self-isolate and follow test and trace guidance• Review the risk assessment to ensure suitable and sufficient control measures are in place								
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Appendix A

Section A - General Assumptions:

1. COVID -19 PPE mentioned within this risk assessment is based upon standard infection control precautions below a-e
 - a. FFP3 respirators must be worn whenever 'aerosol generating procedures' (AGP) are taking place. AGP's include
 - i. intubation, extubation and related procedures
 - ii. manual ventilation and open suctioning of the respiratory tract (including the upper respiratory tract)
 - iii. induction of sputum (cough)

FFP3 masks must be compliant with BS EN149:200.1 **NOTE:** If wearing a FFP3 that is not fluid resistant, a full face shield/visor **must** be worn in these cases.

- b. FFP2 or Fluid resistant type IIR mask non 'aerosol generating procedures'
- c. Long sleeved disposable apron/gown
- d. Disposable gloves
- e. Eye protection –full face shield/visor or polycarbonate safety spectacles or equivalent

Items of PPE b & d will be donned by the driver trainer at all times from the time the activity commences until the activity is concluded when they will then be safely and hygienically disposed of. Item of PPE a, c & e will be provided and will be available for immediate use to each individual staff undertaking the activity. These items to be donned when an event occurs or a situation arises whereby FRS assistance may be required and/or the activity presents any anticipated/likely risk of contamination with splashes, aerosol, exhaled breath, droplets of blood or other body fluids.

The student will provide and don item of PPE 'b' and if the individual refuses to don the PPE then no driving instruction is to take place.

2. FRS personnel involved in the activity of Driving Instruction by FRS driver trainers to deliver training for non-Service personnel to drive ambulances (not on blue-lights) will have received relevant and appropriate information, instruction & training.
3. FRS personnel will wear the correct Service provided work wear (See Section B) and as a minimum RPE/PPE appropriate to the task of Driving Instruction by FRS driver trainers to deliver training for non-Service personnel to drive ambulances (not on blue-lights) patients see Section A1.
4. FRS personnel involved in the activity of Driving Instruction by FRS driver trainers to deliver training for non-Service personnel to drive ambulances (not on blue-lights) must have received information, instruction & training in the safe use of any associated equipment.
5. Any equipment used for the activity of Driving Instruction by FRS driver trainers to deliver training for non-Service personnel to drive ambulances (not on blue-lights) must have first been the subject of an appropriate inspection, maintenance and servicing regime.
6. All additional activities must be under supervision by a competent person

7. Partner agencies must receive information, instruction, training and supervision where appropriate to work safely within the FRS identified safe systems of work.
8. FRS personnel involved in the activity of Driving Instruction by FRS driver trainers to deliver training for non-Service personnel to drive ambulances (not on blue-lights) must have first received relevant manual handling information/training and any follow up refresher training as required. (See Section B)
9. All FRS personnel are all fit and well (See Section B)
10. A safety briefing/induction must be given to all personnel.
11. A debrief of the additional activity will be undertaken at routine intervals whilst the additional activity is being undertaken.
12. Safe systems of work identified in this and any subsequent risk assessments will be adhered to with all applicable HSE guidance and ACoPs applied as a minimum standard

Section B - relevant documents/guidance as of the date of initial assessment:

1. Tri-partite/NJC agreements
2. Guide to donning and doffing standard PPE
3. Social distance guidance
4. Insert service work wear policy
5. Insert service fitness policy
6. Insert service manual handling policy
7. HSE RR1052 - The effect of wearer stubble on the protection given by Filtering Face pieces Class 3 (FFP3) and Half Masks