

RISK ASSESSMENT OF THE DRIVING TESTS

This risk assessment replaces:

- Breast trauma risk assessment
- New car test risk assessment - changes in 2003
- Risk assessment for changes in driving test - Jan 2010
- Vehicle pollution risk assessment

DSA is responsible for testing drivers of various categories of vehicles, training Driving Examiners (DEs) to carry out such duties, and training others to check the consistency and quality of tests. This risk assessment looks at hazards that are generic to a number of the tests. **It needs to be read in conjunction with the risk assessments for the specific tests, and safety guidance in DT1, 2 and 3, COB notices and SOPs.**

This risk assessment follows Health & Safety Executive (HSE) guidance by detailing:

- the possible hazards,
- who might be harmed,
- the control measures in place, and
- further actions recommended if the risks are not adequately controlled

This generic risk assessment followed consultation with appropriate Branch representatives, TU and others.

DEs are trained to conduct driving tests in accordance with Regulations, and assess tests to the standard stipulated by the Chief Driving Examiner. DEs can be considered as experts in their field and have been assessed as having the appropriate level of experience and control skills necessary to be effective in the role.

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Training information:

- **Initial training courses** emphasise the health and safety (h&s) issues connected with car testing. Regular progress checks and assessments take place. Trainees must consistently display a satisfactory standard to qualify as a DE.
- **Refresher courses** are available for DEs who have specific training development needs or have not conducted car testing for a considerable amount of time, and cover the most important elements of the initial training course again.

Quality Assurance

DSA has accreditation to ISO9001 for the Category B driving test. Regular quality control (QC) and quality assurance (QA) is carried out by line management to ensure a uniform standard of test conduct and to assist in identifying if any on going development needs are required. All DEs and relevant operational staff need to be familiar with the safety guidance in DT1, 2 and 3, COB notices and SOPs.

Incidents

In the year 2009-10 there were 1047 reported DSA incidents involving vehicle tests, of which 180 were serious enough to need medical treatment for staff and/or others. At least 76 of these resulted in DSA staff having time off work; however there are a lot of forms where this wasn't known when the forms were completed.

Action: This risk assessment is to be tailored, completed and signed off by the TCM and the Chief Instructor at Cardington. It must be reviewed yearly or when major changes occur. Copies must be kept for 4 years.

DSA Risk Assessment for: Vehicle driver tests

Department/site:

Completed by (*capitals*):

Signed:

Date:

Hazard	Those at Risk	Existing Controls	Further Action Necessary
DE not competent	<ul style="list-style-type: none"> - DSA staff - Candidate - ADI or other Observer on test - Interpreter - Members of public 	<ul style="list-style-type: none"> - Potential DEs are carefully sifted and assessed before being sent on an intensive training course at Cardington. This is a pass / fail course. - DEs are monitored regularly through the QC/QA process to assess competence. Exceptionally, refresher courses and re-training may be required following concerns identified by line managers due to poor performance. E.g. if the DE is suffering high incidents of whiplash injuries. - Successful new DEs have a 9 month probationary period for managers to monitor and then confirm their suitability. - DEs are taught how to set up the seat and headrest and position themselves for maximum safety and comfort. 	
Candidate not competent	<ul style="list-style-type: none"> - DSA staff - Candidate - ADI or other Observer on test - Interpreter - Members of public 	<ul style="list-style-type: none"> - DE trained to deal with any foreseeable circumstances, including verbal or physical intervention and terminating tests where significant safety risks are evident. - Prior to test the DE checks that the candidate appears to be the genuine candidate and they have passed the relevant theory test - DE checks that the candidate has the correct entitlement on their driving licence. DVLA will have assessed any known physical or mental conditions that may affect driving ability. - Eyesight check carried out prior to test on road - DEs are trained to postpone tests or suggest that a candidate postpones the test for a number of issues that may affect the candidate's ability to drive safely. E.g. a sprained ankle, under the influence of drugs, or suffering from a heavy cold. - DE trained to terminate test for dangerous driving and decide on a suitable spot to pull up. I.e. they weigh up the risk of not stopping immediately against stopping the test vehicle in an area with high risk of assault or high risk of being hit by another vehicle. 	

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		<ul style="list-style-type: none"> - Illegal 'drive-aways' by a failed candidate may present a safety risk to others. They are reported to the Police. 	
Unsafe Vehicle	<ul style="list-style-type: none"> - DSA staff - Candidate - ADI or other Observer on test - Interpreter - Members of public 	<ul style="list-style-type: none"> - DEs carry out brief checks to ensure that vehicle meets Minimum Test Vehicle (MTV) standards. E.g. seatbelts, brake lights, mirrors. - DE can refuse to test if they consider a vehicle or modification to the vehicle to be unsafe. In unusual circumstances the DE would take advice from line management, COB or S&R. - Warning lights fall broadly into 2 categories – suggestions that the owner needs to visit a competent person for a check or maintenance, or the light is warning of possible danger. DEs are trained that should a warning light merely indicate a vehicle is due for servicing or any other non-hazardous situation, tests should not be terminated. If an airbag or any other warning light comes on, the test is terminated or cancelled if the DE is confident the vehicle is not roadworthy. If a fuel light is showing at the start of the test, the DE may ask sufficient questions to assure themselves that the vehicle is not likely to run out of fuel during the test. - DEs check that there are no loose objects/loads in the vehicle that may cause injury during a sudden stop. - DEs are trained to terminate the test if the vehicle is shown to be, or rendered unroadworthy, e.g. following an incident. 	
Possible hazards arising from the Test	<ul style="list-style-type: none"> - DSA staff - Candidate - ADI or other Observer on test - Interpreter - Members of public 	<ul style="list-style-type: none"> - Compliance with Fraud and Integrity procedure and risk assessment for Suspected Impersonations - Candidates sign an insurance declaration - Observer on test must be quiet (other than an interpreter) and must not distract the driver or DE in any way - Interpreters for those who are hearing impaired will need to explain instructions to the candidate whilst the vehicle is stationary. - TCMs trained to cancel tests where there are adverse weather conditions. DEs trained to terminate tests where weather conditions (including light levels) deteriorate to a point that affects the safety of the test. - A significant number of incidents are caused by a member of the public driving into the rear of a test vehicle. Not all of these are caused by the candidate reacting harshly or unexpectedly, it is often the other driver at fault. Conspicuous learner plates are always displayed on test to highlight to other drivers that it is a learner controlling the vehicle. 	

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		<ul style="list-style-type: none"> - Test routes reviewed if DEs report concerns. E.g. a dangerous junction, numerous traffic-calming humps, or poor road surface which could affect DE and candidate health and safety. A review is also carried out where staff or candidates have received verbal abuse from residents along the route. - DEs given sufficient time to learn test routes so that they do not get lost, accidentally stray into unsuitable areas or encounter dangerous hazards. - To minimise the risk of being hit by a vehicle, DEs wear high-visibility clothing on manoeuvring areas (during tests), in car parks (where there are other vehicles present which may move off whilst the DE is outside the test vehicle) and at any time they are forced to step onto a road (e.g. for show-me-tell-me). High-visibility clothing doesn't have to be worn in the test vehicle but is kept with the DE in case of accident or breakdown. - Show-me-tell-me takes place in the safest location possible at the start of the test. - If the test is terminated, the DE offers the candidate the choice of waiting with their vehicle or walking back to the test centre with them. The DE can't force the candidate to do anything but may choose to offer them safety advice. E.g. advising a lone female to return to test centre with them rather than waiting alone. - All incidents reported and investigated as per the Incident Reporting procedure. - There is no evidence that any breast trauma is likely to increase the risk of breast cancer, but staff are still encouraged to report any incidents. - All persons in the vehicle should be correctly wearing seatbelts. The Examiner should encourage all passengers to wear a seatbelt correctly and of the risks to themselves and others. If they refuse the examiner should manage the situation as they see fit. 	
<p>Independent driving</p>	<ul style="list-style-type: none"> - DSA staff - Candidate - ADI or other Observer on test - Interpreter - Members of public 	<ul style="list-style-type: none"> - Carefully chosen routes - Intervention by trained DE to prevent imminent incident - DE trained to cancel test on safety grounds. - DE can refuse to take unsuitable vehicles on test, or terminate a test when they believe any test vehicle constitutes a significant risk to h&s. 	

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<p>Observer on test (OOT)</p> <p>Assault</p> <p>Injury to observer</p>	<p>-DSA staff in vehicle</p> <p>-Members of public</p> <p>-Interpreter or ADI</p>	<ul style="list-style-type: none"> - Currently a DE cannot refuse a passenger (age16 years+) in test car; therefore the risk is not likely to be any higher than for the present test. In fact it is likely to be lower where the ADI is present, and terminated tests may not result in walk-backs if the ADI can drive back. A non-ADI OOT could drive DSA staff back to the DTC if they are satisfied that the person has a suitable driving licence and they are insured to drive the vehicle. - Refer to Assault guidance and Lone worker risk assessment on intranet. - Candidate identity documents checked - TCM can cancel tests due to adverse weather or poor light - The risk of an Observer being injured as a result of a collision or ‘rough ride’ may be increased if the rear seat does not have enough space for them to sit forward correctly, if there is no rear head restraint, or if the small space means that they are more likely to impact their head on the roof/side wall/window/rear screen. Same hazard as at present. DE may advise OOT of any safety concerns - DE will manage any problems with candidate’s visibility during reverse manoeuvre if there are 2 people sat in the back of a car. - TRL does not consider that tyre pressure changes would be necessary for the duration of a test unless significantly over or under inflated. - the examiner will offer safety advice to anyone not wearing their seatbelt correctly, and will manage the individual situation as per their training 	
<p>Stress</p>	<p>- DSA staff</p>	<ul style="list-style-type: none"> - Trained staff - Set timings for tests, any necessary clothing changes between test types, and rest periods - Compliance with DSA Stress guidance - Element of control over tests e.g. cancelling on safety grounds (DT1) - Staff access to confidential counselling service - Where stress surveys have been carried out, action plans are devised to try to lower factors that trigger stress at work - Line managers talk to any of their staff off with stress to try to determine the cause to see if it can be eliminated or minimised. 	
<p>Lone working</p>	<p>- DSA staff</p>	<ul style="list-style-type: none"> - Staff working away from, or alone in, the test centre are classed as lone workers and systems are in place to comply with Lone Worker guidance and risk assessment. 	

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<p>Slips and trips</p>		<ul style="list-style-type: none"> - If a candidate's vehicle is in an incident and there is an oil/petrol/diesel spill on a public road or path, the DE notifies the Police of the location and extent of the spillage. - Small spillages of oil/petrol/diesel are coned off and dealt with as quickly as possible. This could be by using Orange Squirt for example. - Larger spillages are reported to our managing agent. On non-DSA sites spills need to be reported to the Site manager. - Cones or warning signs/tape must remain in place until the hazard is removed. 	
<p>Assault</p>	<ul style="list-style-type: none"> - DSA staff 	<ul style="list-style-type: none"> - Refer to Assaults guidance - Posters displayed in test centre waiting areas warning candidates/ADIs of the consequences of assaulting our staff - Staff training includes dealing with aggressive persons 	
<p>General hazards</p>	<ul style="list-style-type: none"> - DSA staff - candidate - ADI or other Observer on test - Interpreter - Members of public 	<ul style="list-style-type: none"> - See relevant policies in the H&S manual. - DEs are exposed to vehicle pollution on the road, but pollution-minimising legislation controls the levels as well as possible. 	