



Car Observer COVID-19
Restart Guidelines

2 July 2020

Introduction

While IAM RoadSmart is keen to get back to our car observing activities and doing what we do best - making safer drivers and riders - we need to be confident that when we do resume activities, we are within the guidelines for you our observers and our associates to stay safe. We must also pay due regard to the publicity we court and the perception we project to interested bystanders.

The following guidance document is released in preparation for us recommencing in-car observing. It is almost certain that social distancing recommendations will remain in place for some time ahead and we will be expected to 'stay alert'. We will adjust our advice as the guidelines evolve but the overriding principle is that personal safety is prioritised.

For the moment the guidelines apply only to England. As the restrictions in the other parts of the UK are relaxed, we will continue to update our guidance.

If you regard any session as a significant risk, do not conduct it. Consider using the government COVID-19 tracking app (see link below for test and trace guidance), which will make tracing possible contact with the virus easier to track.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Where PPE such as gloves, face coverings and hand sanitiser is required it will be appropriate use of group funds to provide it. In case of financial difficulty contact your ASDM to discuss financial assistance.

The following guidelines are in preparation for being able to commence in-car observed sessions

Timetable:

6 July – peer observed sessions and assessments to ensure observing skills are up to date (these sessions must be conducted in accordance with the guidelines below unless all participants are part of the same household or 'social bubble')

20 July – Observed session with associates (conducted in accordance with guidelines)

3 August – IAM RoadSmart testing starts.

Planning before the session

Any session must be within the current government (and IAM RoadSmart) guidelines and must have agreement from both observer and associate:

- All sessions must be on a 1:1 basis no additional passengers will be allowed in the vehicle
- Be aware that, at present, the guidelines for leaving the house for other than essential reasons may be different in Wales, Scotland and Northern Ireland. Please check your current regional restrictions which are constantly changing. Local variations may also be in place please check before conducting any test
- Remember, your meeting place and stopping venues should, as far as is practicable, comply with our safeguarding guidelines
- Remain outdoors as much as possible, in a public place with recommended social distancing of at least 1m+ always maintained
- Plan your route carefully, avoid busy locations, crowded car parks and areas likely to suffer from traffic congestion
- Use your local knowledge to locate essential services and public conveniences which may be open on your route
- Know the COVID-19 safe procedures to follow at filling stations or shops gloves, card payment etc.
- Make sure you have enough fuel - try to avoid fuel stops
- Prepare a COVID-19 safety kit to take with you, such as alcohol hand gel, masks, gloves, tissues, plastic bags, etc. Use it appropriately and safely
- Your associate has been asked to ensure the vehicle is cleaned prior to the session and that they follow similar guidelines (see appendix A)
- Face coverings must be worn by both parties, it is mandatory on public transport and will minimise cross-contamination where social distancing is not possible in a vehicle (there may be circumstances where for medical reasons this is not advised, in these circumstances consider whether the session should go ahead)
- We recommend disposable gloves as you will be observing in a vehicle which is not your own. If you are not wearing gloves use appropriate hand sanitiser before getting into and after getting out of the vehicle. If you have used gloves dispose of them correctly
- Wear appropriate clothing for the session, it is recommended that arms and legs are covered
- Best advice is to keep windows open to circulate fresh air within the vehicle and avoid using re-circulating features on the ventilation system, this needs to be balanced with the effects of wind noise and weather conditions.

Briefing:

This should be carried out by phone or virtual meeting before any observed session
You must seek confirmation that neither party:

- has tested positive for COVID-19 and should be self-isolating
- is showing symptoms of COVID-19 and should be self-isolating
- has been advised to shield or shelter as part of a vulnerable group or caregiver for a vulnerable person – See link for latest advice
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#parents-and-schools-with-clinically-extremely-vulnerable-children>
- is part of a household where residents are any of the above.

If either party has ANY concerns the session should not be carried out

The aims and objectives of the session, the background of the associate and any goals or concerns and reference to any previous development plan should be discussed. This will allow us to limit exposure time during the session.

Agree on a suitable meeting place with your associate, avoid busy car parks and crowded locations

Remind your associate to bring their ADC logbook and a copy of the Highway Code.

Ensure you take your own documents along to avoid sharing.

To avoid unnecessary contact, email your associate a copy of the document declaration to read, sign and return to you via email before the session taking place (unless satisfied that this has already been completed in the logbook).

Remind your associate they must ensure their vehicle is fully legal and with enough fuel for at least the duration of your intended session.

Any refreshments should be carried by those using them, observers and associates to provide their refreshments.

Arrival and start of the session

Remember to:

- conduct a visual inspection of the vehicle (don't get involved in a proper vehicle examination)
- conduct an eyesight test.

During the session

Do not to stop or park in public car parks where you cannot be sure of maintaining adequate social distancing. Also, be aware that some regular stops may have restrictions or very limited facilities, make sure you plan for this in your session.

Remind your associate that when you stop you must make sure you stay socially distanced from others around you.

If you do have a mid-session stop conduct the feedback session outside the vehicle (weather permitting of course)

Stops during the session

It is acceptable to plan a route with no midpoint stop and to return to your safe starting point to conduct your final de-brief.

End of the session

The de-brief should take place outside the vehicle at the appropriate social distance:

- Do not exchange any material or documents - this includes pens
- Arrange the next session
- Explain your report will be provided electronically, via an editable run sheet

Appendix A

Associate Guidance

IAM RoadSmart is pleased to announce that from Monday 20 July we can re-commence advanced driver training. Your observer will be able to conduct your practical in vehicle sessions with some sensible precautions. The following advice is to ensure that we manage the risks still associated with the COVID-19 situation. We ask that if you fit into any of the following criteria you bring it to the attention of your observer immediately:

- You have tested positive for COVID-19 and should be self-isolating
- You are showing symptoms of COVID-19 and should be self-isolating
- You have been advised to shield or shelter as part of a vulnerable group or caregiver for a vulnerable person – See link for latest advice
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#parents-and-schools-with-clinically-extremely-vulnerable-children>
- You are part of a household where residents are any of the above.

The overriding principle must be:

If either party has ANY concerns the session should not be carried out

When a session has been agreed we ask that you follow the guidelines below:

- All training must be on a 1:1 basis and no additional passengers will be allowed
- Be aware that, at present, the guidelines for leaving the house for other than essential reasons may be different in Wales, Scotland and Northern Ireland. Please check your current regional restrictions which are constantly changing
- At your meeting place and stopping venues please comply with our safeguarding guidelines
- Remain outdoors as much as possible with recommended social distancing of at least 1m+ always maintained
- Ensure your car/van is cleaned with wipes before the session paying attention to the areas your observer will touch, door handles, seat belt clasps, window buttons. Tell your observer this has been done. Clean the vehicle again after the session
- Know the COVID-19 safe procedures to follow at filling stations or shops; gloves, card payment etc.
- Ensure you have enough fuel - try to avoid fuel stops

- Prepare a COVID-19 safety kit to take with you, such as alcohol hand gel, masks, gloves, tissues, plastic bags, etc. in case of emergency
- Face coverings must be worn, it is mandatory on public transport as a control measure and will minimise cross-contamination where social distancing is not possible in a vehicle (it may be for medical reasons this is not advised, in these circumstances consider whether the session should go ahead)
- Your observer will be wearing a face covering and gloves, please do not be offended by this it is for the protection of both of you
- Wear appropriate clothing for the session, it is recommended that arms and legs are covered
- Best advice is to keep windows open to circulate fresh air within the vehicle and avoid using re-circulating features on the ventilation system, this needs to be balanced with the effects of wind noise and weather conditions
- Try to enjoy the session even with these restrictions in place, your observer will be amenable to stopping for a chat where it is necessary and to allow you to exit the vehicle for this to take place
- If there are any changes to your condition after the briefing, please let your observer know, cancel the session if in any doubt.