

# Risk assessment

**Activity: National Register of LGV Instructors (NRI) Examinations During COVID-19 Pandemic**

**Date: 13/7/21**

**Organisation: National Register of LGV Instructors (NRI) Operated by RTITB**

**Completed by: Tom Ray**

**Signed:**

*T. Ray*

**NRI Manager**

RTITB/National Register of LGV Instructors

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Examiner personal safety and security travelling to and from NRI examination centres	NRI examiners, possible contact with people at service stations or service rest areas, becoming unwell during the journey	Examiners to use PPE when refuelling as provided by the service station  Hand sanitiser to use before and after fuelling process  Hand sanitiser to be used before and after using service rest areas  Examiners use current examiner WhatsApp group to notify NRI manager/admin team if they become unwell during the journey and to let team know when a journey starts and ends		NR examiners		
NRI examiner initial contact with centre staff and candidate	NRI examiner, centre staff and candidate	Avoid shaking hands where possible  The candidate will be reminded to adhere to the 2m social distancing rule where practical  If the examiner suspects the candidate or any member of staff presents with symptoms of COVID-19, the examination will not continue and a COVID test will take place as soon as practical. Supervision		NRI examiner		

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		will be notified via phone/WhatsApp				
Close proximity during examiner briefings and completion of documentation	NRI examiner or candidate	<p>Examiner conducts examination briefing inline with Government social distancing guidelines where possible</p> <p>Examiners may use a face covering during briefings (this is not required by law, therefore is done so at the examiners discretion)</p> <p>The candidate will provide, use and retain his/her own pen where possible</p> <p>The candidate will be asked to sign scrap paper for the examiner to check against signature on photo licence ID, the examiner will confirm signature has been checked on practical marking sheets</p> <p>The use of PPE (gloves, face covering, etc) is at the discretion of the examiner but must be used if the exam centre's policy dictates it to be used.</p>		NRI examiner and candidate		
Close proximity during practical examinations	NRI examiner or candidate	<p>Off road exercises will be conducted following the 2m social distancing guidelines where possible.</p> <p>The chosen off road exercise will be conducted first, if the candidate receives any dangerous or serious faults during this exercise, the personal driving ability test will not continue</p> <p>If the candidate receives either a dangerous or serious fault at any time during the personal drive, the test will be terminated and the examiner will ask the candidate to return to the NRI test centre</p> <p>The wearing of a face covering in the vehicle cab is at the discretion of the examiner and the candidate but is still advised to be worn where possible.</p> <p>All truck hand controls, hand holds, steering wheel, door handles, ignition keys and seat belt buckles</p>		NRI examiner and candidate		

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		<p>etc. must be sanitised by the examiner before commencing with the assessment ability test</p> <p>Hand sanitiser is to be used after handling any item that was not in the examiner's possession before arriving at the exam centre, where possible.</p> <p>The examiner will avoid handling lesson props where possible and sanitise hands if they must do so afterwards.</p>				
Close proximity during examination centre feedback		<p>Social distancing will be adhered to during feedback to centres/instructors where possible</p> <p>PPE (face covering, etc) will be worn at the discretion of the examiner but always following the policy of the exam centre that they are visiting.</p>		NRI examiner NRI centre staff/instructor		