

Risk assessment

Activity: National Register of LGV Instructors (NRI) Examinations taking place in Northern Ireland

Date: 13/7/21

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

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Manager

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 in Northern Ireland	NRI examiners, possible contact with people at service stations, service rest areas, airports or car hire stations	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 Examiners must follow up to date airport/airline safety protocols, guidance can be found here: https://www.gov.uk/guidance/coronavirus-covid-19-safer-air-travel-guidance-for-passengers In addition to airport/airline guidelines, NRI examiners must wear an appropriate face covering if specified by the airline. Face coverings in all other situations are worn at the discretion of the examiner. If required to, a face covering must be worn on public transport when in Northern Ireland.		NR examiners		

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NRI examiner initial contact with centre staff and candidate	NRI examiner, centre staff and candidate	<p>Avoid shaking hands where possible</p> <p>The candidate will be reminded to adhere to the 2m social distancing rule where practical</p> <p>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 will be notified via phone/WhatsApp</p>		NRI examiner		
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		
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</p>		NRI examiner and candidate		

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		<p>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 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>				
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		