

On Road In-Car Covid-19 Safety Plan

Person Conducting a Business or Undertaking (PCBU)
Martin Vickerman
<i>Martin Enterprises Trading as..</i>
Division/group: Real Experience Driving School
Date completed: 13 May 2020
Date distributed: uploaded to website reds-driving.school.nz 13/5/2020 - Link distributed along with executive summary via email 14/5/20
Review date: No later than 29/5/20 (14 days from implementation)
Revision date: At least 2 days prior to moving Alert Levels

Company details

	Undertakings	Responsibility
Martin Vickerman, Sole Trader, of Martin Enterprises Trading as Real Experience Driving School has overall responsibility to implement this safety plan.		
The following has been considered to ensure a safety plan is fit for purpose:		
<ul style="list-style-type: none"> The context of the business All activities and/or services offered by the business Persons who could be exposed to the virus and/or be harmed Reasonably practicable steps to prevent/reduce the likelihood of exposure to the virus Public health requirements set by the Ministry of Health (MOH), and other agencies e.g. WorksafeNZ, NZTA (include agencies relevant to the business setting). 		
This safety plan aims to describe how <i>Martin Vickerman trading as Real Experience Driving School</i> will manage the risk of exposure and transmission of the Covid-19 Virus.		
To operate safely at all alert levels during the COVID-19 pandemic, businesses must 'play it safe' and comply with:		
<ol style="list-style-type: none"> settings for the current alert level (including public health measures), and appropriate public health requirements for their workplace (e.g. physical distancing), and other health and safety obligations (Health and Safety at Work Act 2015). 		
Risk Assessment: Complete risk assessment to decide what parts of the Business/Undertaking (if any) can be re-started safely.	Duty Holders: (<i>Martin Vickerman - Driving Instructor</i>) The nature of services provided by the Business and the roles of the Duty Holders and Contractors/Workers has not changed as a result of the Covid-19 virus.	Duty Holder
Define the context: Describe the services provided by the Business/Undertaking.	<ul style="list-style-type: none"> Provide On Road – In Car Tuition delivered in <i>Manawatu, specifically Palmerston North</i> Hours of operation: Mon-Fri between the hours of 8.30am and 7pm, Saturday 10am and 4pm. Practical in-car tuition (1 – 2 hours) with a qualified driving instructor for Class 1 vehicles only Practical in-car workplace/Defensive Driving (DDC) assessments Client/student age range (16+) Maximum number of students per day - 6 (<i>Mon-Fri</i>), 4 (<i>Sat</i>) 	Duty Holder
Risk Assessment: Identify the hazard and risk.	Covid-19 Virus with potential serious risk to health (respiratory illness). No other critical health and safety risks have been identified.	Duty Holder
Risk Assessment: Identify who could be harmed.	On Road bubble: In-car tuition Driving Instructor/tutor, client/student driver, passenger (rear seat) Increased risk to clients and passengers with pre-existing medical conditions or deemed vulnerable and includes clients over 70yrs (Risk Assessment for Persons at Greater Risk to be completed as required) People in the vicinity of the pick-up and drop-off point: Pedestrians where pick-up is in a public place such as a carpark, workplace or outside a school.	Duty Holder
Vulnerable persons (any condition that will be impacted on contracting the virus e.g. chronic asthma, diabetes, immune suppressed condition and persons over 70 years of age). Refer to Ministry of Health (MOH).		

<p>Risk Assessment: Identify how harm could happen –the situations at the workplace where people could get exposed to the virus.</p> <p>Refer to Ministry of Health (MOH).</p>	<p>On Road Bubble: In-car</p> <p>High Touch points: Car door handles, seats, observation mirrors and adjustment toggles, gear stick, seat belt buckle/webbing, Steering wheel and related controls e.g. indicators, writing folder, pens, tablet, record sheets, other resources used for teaching/illustrating.</p> <p>Other surfaces: Windows, dashboard, door interiors,</p> <p>Vehicle provided by client/student: Increased risk to tutor: Prior use of vehicle & occupants unknown to tutor, restricted space (less than 1m), contaminated surfaces and air,</p> <p>Vehicle provided by Instructor/Tutor: Multiple use of vehicle by tutor, restricted space (less than 1m), contaminated surfaces and air.</p> <p>People: Client/instructor/passenger exhibiting symptoms of Covid-19 (cough, high temperature and/or shortness of breath) or flu-like symptoms, or persons at other workplaces e.g. if meeting point is in the vicinity of client's/student's place of work or the Instructor/Tutors place of work.</p>	<p>Duty Holder</p>
<p>What will be done to manage risks from restarting Business/Undertaking after lock-down?</p> <p>Risk controls – the things that can be done to get rid of or minimise the risk. The Ministry of Health sets out the minimum standard of what is deemed 'reasonably practicable' to meet this standard and return to work safely.</p>	<p>Under Public Health NZ Government Level 2. At present the main control measures stipulated for level 2 include: physical distancing, hand sanitization and contact tracing. Control measures need to be relevant to the context of the business, based on current knowledge and what a reasonable person would do in the circumstances.</p> <p>Scheduled On Road sessions: Prior to ALL sessions - text/phone ahead to check that the Current and New Client is well and has not been in contact with someone suspected/diagnosed with COVID-19. If the client has been, or is unwell, or has been in contact with someone suspected/diagnosed with COVID-19 within the last 14 days then in these instances the on-road session will be rescheduled for no less than 2 weeks-time or longer if symptoms persist.</p> <p>Clients who are able to go ahead with their scheduled session to be advised/reminded about hand washing prior to meeting and they can bring their own mask and hand sanitiser (esp where use of alcohol based santiser is not appropriate).</p> <p>Scheduled On Road sessions and Vulnerable Person: Contact client to determine any pre-existing medical conditions to implement additional control measures where necessary, communicate prevention measures to client prior to commencement of the session (setting expectations).</p> <p>Duty Holder to assess risk to client & decision made to allow client to complete session (Individual Risk Assessment for Person at Greater Risk Form to be completed where relevant).</p> <ul style="list-style-type: none"> • Use online methods of payment (where possible). <p>On Road Bubble: In-car</p> <ol style="list-style-type: none"> 1. Initial meeting with client: Instructor/Tutor to meet student outside vehicle to ascertain wellness prior to the on-road tuition. No physical contact e.g. hand shaking Complete Covid-19 health Check declaration. If client/student has symptoms (or suspected) tuition is to be rescheduled for a date at least 2 weeks later. 2. Vehicle provided by client/student: Instructor and client to hand sanitise (client may use own if preferred) before all sessions, Passenger side exterior door handle before entry, interior handle before exit, seat belt buckle before touching to be wiped with disinfecting wipes. Avoid touching other surfaces where practical. If there is a need to demonstrate a driving technique then drivers-side door handles, steering wheel, gear lever etc to be wiped down before being touched. Alternatively, protective gloves to be worn. 3. Vehicle provided by Instructor/Tutor: Instructor and client to hand sanitise between sessions. Instructor to clean all high touch points, avoid touching surfaces, clean writing equipment etc. 4. Contact Tracing: Contact details for clients who have made online books will serve this purpose. Where bookings have not been made online a paper or other online database to be used. 5. PPE Masks: Tutor and client/student to wear a half-face mask (1m physical separation difficult to achieve). Tutor to supply masks and to the recommended standard (N95). Tutor to provide instruction on how to use, fit and remove. A new mask is required for each driving tuition. Student may provide their own mask. Hand sanitise after removal of mask. 6. PPE Masks and Disposal: Face masks are not recyclable. Do not flush down the toilet. Dispose according to Ministry of Health advice (MOH). 	<p>Duty Holder</p>

DESCRIBE WHAT YOU WILL DO

7. **Hand hygiene and cleaning items:** Bag, seal & dispose of waste safely and consider potential exposure to waste disposal operators (double bag & seal). Dispose using same process for PPE Masks.
8. **Symptoms becoming evident during a session.** When a client displays potential covid-19 symptoms during a session the session will be terminated with the client driven to the agreed end point. Any further sessions will be (re)scheduled to a date no less than 14 days ahead.
9. **Returning Home (Instructor):** When returning home change clothes, shower & wash clothes on a 'hot wash' with washing machine temperature set at hot wash.
10. **Car upholstery** to be steam cleaned at the end of the day, and, where possible, over lunch break.

Instructor/Tutor wellness: Where the Driving Instructor is unwell tuition will be temporarily suspended for a minimum of 48hrs until symptom free or, if Covid-19 test has been undertaken, the result is returned as negative. (in Manawatu result notification is currently within 24hrs) **(Complete Individual Risk Assessment for Person at Greater Risk).**

Contact Tracing: Record keeping, including data from online booking, will serve for contact tracing to assist authorities.

Overall risk assessment: With practical control measures in place the risk of contracting & transmission of the virus has been reduced to a level deemed as low as is reasonably practicable.

How will you ensure your clients, students & others know how to keep safe from exposure?	<ul style="list-style-type: none"> Inform client/student and others of safety plan - Provide simple summary of protocols. Daily review of NZIDE, AA, MOH, MOE and Ministry of NZTA guidance. 	Duty Holder
How will you gather information on the wellness of clients/students & others to ensure they are safe?	<p>Prior to ALL scheduled Sessions including practical driving assessment- As above</p> <p>Contact Tracing: As Above</p>	Driving Instructor
How will you operate your Business/Undertaking that keeps clients/students and others safe from exposure to COVID-19?	<i>(Refer to Risk Assessment above)</i>	Driving Instructor
How will you manage an exposure or suspected exposure to COVID-19?	<p>On Road – In car tuition:</p> <ul style="list-style-type: none"> Contact parent/guardian, where clients is under 18yrs of age, arrange safe transport home immediately Provide client with advice on contacting GP and/or Healthline Contact Healthline to meet contact tracing requirement (0800 358 5453). Adhere to cleaning practice (if necessary) Inform others e.g. other workplace (Refer to Exposure Event Report Template). 	Duty Holder
How will you evaluate whether your work processes or risk controls are effective?	<p>The Duty Holder will review processes implemented in the following circumstances:</p> <ul style="list-style-type: none"> Changes in Public Health Alert Levels Concerns raised by clients/parents After an exposure event After any significant change At the request of another PCBU e.g. school, council, or learning centre (specify). 	Duty Holder
How do these changes impact on the risks of the work that you do?	<p>New risk(s) identified:</p> <ul style="list-style-type: none"> Ill fitting mask may cause Instructor's/Client's glasses to steam-up resulting in reduced visibility which may lead to a driving incident/crash. Instructor/Client may have an allergic reaction to hand-sanitiser and/or cleaning/sanitising solutions used. 	Duty Holder

	DESCRIBE WHAT YOU WILL DO	Responsibility
Monitor and review the risk assessment to adjust and improve what you are doing. Also monitor for changes to risk factors and situations where exposure is likely. People's health will also need to be monitored.	<ul style="list-style-type: none"> Instructor, as Duty Holder, to review information provided by clients and look out for changes during On Road sessions. Duty holder to review guidance provided by NZ Govt, MOH, NZTA, WorksafeNZ and other agencies relevant to the context of the business e.g. client/student workplace. 	Duty Holder
First aid or Emergency Response	<ul style="list-style-type: none"> Instructor/Tutor to render first aid & respond to emergency situations considering potential risk to all persons. First aid kit must be available at all times. 	Duty Holder
Review	This safety plan will be reviewed prior to the start of each change in Alert Level and at least fortnightly, thereafter, until such a time as . Changes Implemented:	Duty Holder
On Road Provider Toolkit	<p>Administration: On Road Provider: Covid-19 Safety Plan, Exposure Event Form and Individual Risk Assessment for Person at Greater Risk.</p> <p>Other: Disposable facial masks, Hand sanitizer, disinfectant & wipes (cleaning product at least 60% alcohol) and wipes, place items in disposable bag for On Road tuition. May use gloves to handle waste which is to be double bagged and sealed for final disposal considering potential risk to refuse collectors.</p>	Duty Holder
General Information	<p>General information provided via NZIDE for the preparation of this document:</p> <p>Personal Protective Equipment (facial masks) for On Road-In car/truck tuition:</p> <ol style="list-style-type: none"> N95 Mask: Recommended mask (most effective) Single use or reusable if steam cleaned between use & stored correctly Surgical/Medical Mask: Single use only Cloth Mask: Least effective due to the physical properties of cloth. Reuse, frequency and effectiveness of cleaning and increased moisture retention may potentially increase infection risk. Home-made mask: Same as cloth mask. <p>Disposal: Face masks, hair nets, Hypoallergenic gloves are not recyclable. Do not flush down the toilet. Dispose according to Ministry of Health advice (MOH). Masks can be burnt in a log burner.</p> <p>For information on how to use masks:</p> <p>World Health Organisation: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</p> <p>Ministry of Health NZ: Instructional Video https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-advice-workers-including-personal-protective-equipment/personal-protective-equipment-use-non-health-workers</p> <p>Health Govt NZ: Review for the use of face masks https://www.health.govt.nz/system/files/documents/pages/evidence-review-for-the-use-of-facemasks-by-the-public-may6-2020.pdf</p> <p>Health and Safety Executive UK: Respiratory Protective Equipment https://www.hse.gov.uk/pubns/price/hsg53.pdf</p> <p>NB: There are recognised standards (AS/NZS1716: 2012) that face masks must meet to be considered appropriate for use and they must be worn correctly and in the appropriate context:</p> <ul style="list-style-type: none"> Bacteria and Viruses are classified as a solid particulate hazardous substances (www.hse.co.uk) Disposable half masks: particle filter (Single use only) Reusable half masks: particle filters attached to face piece (strict steam decontamination cleaning & storage protocol required). Masks may be re-used but must be steam decontaminated between use. <p>Recommended hygiene & disinfecting protocols:</p> <p>Hand hygiene: Washing hands with soap and water is generally preferred</p> <p>Hand Sanitizers: Alcohol-based versions typically contain some combination of isopropyl alcohol, ethanol (ethyl alcohol), or n-propanol with versions containing 60% to 95% alcohol are considered the most effective.</p> <p>Hazard: they are flammable and some hand sanitizers are less effective at killing certain kinds of germs, such as norovirus.</p>	
References	<p>WorksafeNZ: https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/your-covid-19-safety-plan/?stage=Live</p> <p>New Zealand Ministry of Health: https://www.health.govt.nz/ https://covid19.govt.nz/alert-system/alert-level-3/</p> <p>New Zealand Ministry of Education: http://www.education.govt.nz/covid-19/</p> <p>New Zealand Ministry of Transport: https://www.transport.govt.nz/about/covid-19/#L3personal</p>	Duty Holder