

## RISK ASSESSMENT OF THE CAR DRIVING TEST.

This needs to be read in conjunction with the Vehicle Tests risk assessment which looks at hazards and control measures applicable to tests generally.

This risk assessment includes Category B, Quality Assurance and Quality Control, taxi tests and ADI tests Part2 and 3 and ADI Check tests.

This assessment replaces:

- The Car Test Risk Assessment 2003
- Convertibles and panel vans risk assessment
- Supervising Examiner risk assessment
- Taxi test risk assessment

DSA is responsible for testing drivers of cars, ADIs, taxi drivers, training Driving Examiners (DEs) to carry out such duties, and training others to check the consistency and quality of tests.

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.

## Protect – Personal (once complete)

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 477 reported DSA incidents involving car tests, mainly collisions, of which 115 were serious enough to warrant medical treatment. There were 166 verbal assaults and four physical assaults. Whilst most incidents occurred on the road, 197 occurred in car parks.

**Action:** This risk assessment is to be tailored, completed and signed off by any TCM who may carry out car tests or has staff that may. It must be reviewed yearly or when major changes occur. Copies must be kept for 4 years.

**DSA Risk Assessment for: Car Driving Test**

**Department/site:**

**Completed by (*capitals*):**

**Signed:**

**Date:**

Hazard	Those at Risk	Existing Controls	Further Action Necessary
<b>Car</b>	<ul style="list-style-type: none"> <li>- DSA staff</li> <li>- Candidate</li> <li>- ADI or other Observer on test</li> <li>- Interpreter</li> <li>- Members of public</li> </ul>	<ul style="list-style-type: none"> <li>- DEs are trained how to correctly adjust their head restraint to minimise injury.</li> <li>- If candidate produces unusual vehicles for test, DEs assess whether they comply with the Minimum Test Vehicle (MTV) requirement and decide if they are safe for test purposes, seeking management advice as necessary.</li> <li>- QC/QA not carried out if there is insufficient space in the rear to sit safely.</li> <li>- DEs will not take a vehicle out on test if they consider there is poor visibility, especially to the rear and rear sides. DEs need to be able to take all round effective observations. For example, to the right-hand side of the vehicle prior to a lane or direction change; when making any manoeuvre or undertaking any exercise where due regard needs to be taken for other road users. S&amp;R will assess any particular vehicle type drawn to their attention, which is thought to be unsuitable for test purposes.</li> <li>- Examiners are trained to use dual controls. Where present they must be safe and in good working order. There are still ongoing discussions as to whether dual controls should become mandatory.</li> <li>- COB consults with VOSA, S&amp;R, Central H&amp;S and the TU to assess whether cars subject to recall for checks/adaptations are suitable for tests.</li> </ul>	
<b>Test</b>	<ul style="list-style-type: none"> <li>- DSA staff</li> <li>- Candidate</li> <li>- ADI or other Observer on test</li> <li>- Interpreter</li> <li>- Members of public</li> </ul>	<ul style="list-style-type: none"> <li>- Driving Test Assessment Managers (DTAM) can intervene and stop an ADI check test if the instruction being observed or given constitutes a danger to the public or to the occupants of the car, and the ADI doesn't stop it in good time.</li> </ul>	

Protect – Personal (once complete)

<b>Stress</b>	- DSA staff	<ul style="list-style-type: none"> <li>- Trained staff</li> <li>- Set timings for tests, any necessary changes between test types, and rest periods</li> <li>- Compliance with <a href="#">DSA Stress</a> guidance</li> <li>- Element of control over tests e.g. cancelling on safety grounds (DT1)</li> <li>- Staff access to confidential counselling service</li> </ul>	
<b>Assault</b>	- DSA staff	<ul style="list-style-type: none"> <li>- Refer to <a href="#">Assaults policy</a></li> <li>- Posters displayed in test centre waiting areas warning candidates/ADIs of the consequences of assaulting our staff</li> <li>- Staff training includes dealing with aggressive persons</li> </ul>	
<b>General hazards</b>	DSA staff Candidates ADI, Interpreter and others	<ul style="list-style-type: none"> <li>- See relevant policies in the H&amp;S manual.</li> </ul>	