

Training Risk Assessment and Safe Working Practice for the conduct of 4x4 training.

Training courses covered by this guidance:

- All category B vehicle training courses.

Prepared by: Tim Manwaring

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Signed:

Introduction:

Driver training, both on and off-road, carries inherent risk. The control measures identified within this document are considered a minimum, which will reduce the risk to acceptable standards.

The potential seriousness of a road traffic accident remains high, due to the environmental and speed factors, and the involvement of other road users. This document outlines the most likely causes of incidents which could impact on the safety of the trainer, the participants and third parties.

The overall likelihood of an incident occurring is assessed as low, although some elements remain as medium.

The probable outcome (likelihood x severity) is such that it should be considered safe to conduct the training using the outlined control measures.

This document is not designed to supersede any risk assessments for courses approved by LRE, Lantra, BORDA or RoSPA, or risk assessments and safe working practices put in place by clients. However, where conflicting advice is found, negotiation with the client, and agreement of Beyond Driving (or their training sub-contractor) may be required to agree on training procedures for individual courses.

Why is training and assessment required?

Driver assessments are a requirement at work, as is 'adequate training' for specialist equipment, under the Health and Safety at Work Act 1974. Should there be an incident involving driving category B 4x4s in the workplace, then both the driver and the authorising officer could be held responsible. It is therefore paramount that training is provided and recorded.

Aim:

The aim of this Training Risk Assessment is to ensure that the risks involved during driver training courses are reduced to a workable minimum.

Scope:

This assessment is relevant to all aspects of driver training, and covers:

- Who may conduct training
- Vehicles which may be used for training
- Classroom sessions
- On-road driver training
- Off-road driver training
- External factors
- Breakdowns and Emergencies

Summary of Control Measures:

Instructor legality and on-road capability:

Category B driver training is controlled by the DVSA.

- All instructors must be on the DVSA register of Approved Driving Instructors (DVSA ADIs)

Competence and knowledge of 4x4 vehicles and their use on and off-road:

To ensure the competence of trainers, they must all hold one of the following qualifications as a minimum, at the time of the course.

- Lantra Awards 4x4 Instructor
- BORDA Specialist Trainer
- Land Rover Experience Level 1 instructor

This is a minimum level of training and qualification required by Beyond Driving. In some circumstances we may require trainers to hold additional qualifications.

Vehicles:

All vehicles used for training must be in good repair, legal and suitable for purpose.

Vehicles should hold a current MOT and have not been modified since. Service records should be up to date. **A manual for the vehicle must be available and referred to for specific information.**

Where SORN vehicles are used for training, they must be in a safe condition and insured for the purpose of off-road training.

The instructor will be responsible for ensuring that candidates carry out appropriate vehicle checks prior to each day of training, and on each vehicle.

All personnel in vehicles must be able to be seated and restrained by a 3 point safety harness. Seatbelts should be worn at all times, unless procedures, or immediate safety dictate otherwise (eg: work near deep water, or locked mechanisms preventing safe observation and planning). Seatbelts which have been undone for safety reasons, must be done up again as soon as the danger has passed. **Personnel should always be restrained under normal circumstances.**

Tyres must be checked for damage, pressure, tread depth and suitability.

- Road legal mud terrain tyres may be used for on-road driver training only where there is no other option. Speed and space restraints must be placed on drivers to increase safety margins and to account for increased braking distances and reduced cornering capacity
- Tread depths must be of a minimum of 3mm across the central $\frac{3}{4}$ of the tyre and around the whole circumference
- Where tyre tread depths and off-road ability are compromised (<4mm tread depth/road biased tyres etc), training on low traction surfaces will be restricted to level ground only (<15°), with no danger of unsafe slippage (safe run-out areas must be available on all slopes).

Braking systems, throttle return and steering accuracy should be checked as soon as possible, and in a safe area.

Client vehicle check procedures should be carried out prior to all training, and should include FLOWER'D as a minimum:

- Fuel
- Lights
- Oil (gloved, with any rubbish disposed of as per client or site procedures)
- Water (coolant)
- Electrics (dashboard)
- Rubber (tyres and wipers)
- Damage (to be noted prior to training session)

Modifications:

Vehicle modifications should be noted and checked for safety, according to the task (eg: check winch cables are not hanging loose, which could pose a risk during normal driving, check winch bumpers, sliders, body protection systems do not pose a risk to third parties). Use of modifications is not covered by this guidance and should be avoided. If required, then training should end and the trainer should place himself in an area of safety and allow trained operators to follow their own organisation's procedures. If a Beyond Driving vehicle is modified, this should be communicated to candidates and appropriate procedures for the modification should be followed. Training for modified vehicles or extra equipment is not covered in this guidance.

Breakdowns:

On-road, trainers must observe the Highway Code, in particular rules 274-287.

The procedures of the organisation whose vehicles are being used should be followed, where they do not clash with the Highway Code.

In the event of breakdowns/punctures etc off-road, local site procedures should be followed.

Priority should be given, where possible, to safe positioning of a vehicle, evacuation of personnel, and making the scene safe through illumination of warning lights and, where allowed, placement of warning triangles and/or suitably trained and attired personnel.

If trainers are expected to work on their own organisation's vehicles, they should have adequate training to do so, and be provided with the correct equipment.

Trainers must never carry out work on a client's or third party vehicle.

Where candidates are expected to carry out work on their organisation's vehicles, the trainer should exit the vehicle and place him or herself in a safe position.

All vehicles should carry a warning triangle, to be placed appropriately in the event of a breakdown.

Trainers should always carry a high-visibility jacket/waistcoat during on-road sessions.

First Aid:

If candidates or trainers hold a current first aid certificate, a first aid kit should be available in the vehicle. Where neither trainer or candidates hold a current certificate, first aid should be close to

any off-road areas (through 4x4 centre teams, or provided by client). On-road sessions will be run under client first aid procedures.

Fire:

Client classroom, building and workplace fire arrangements must be outlined to trainers at the earliest opportunity. Trainers will be expected to evacuate as per site guidelines at the earliest opportunity, and should ensure they understand their exit procedure. Candidates should follow company procedures at client locations. When at training locations provided by Beyond Driving, evacuation and meeting points will be outlined during induction sessions.

Vehicle fires should be dealt with according to the vehicle owner's procedures. Where Beyond Driving provide vehicles, clients should be safely evacuated at the earliest opportunity. Site procedures should be followed. Fires should only be tackled by trained personnel.

Classrooms:

Seating must be suitable for the number of candidates and trainers. Desks or writing surfaces must be available if written work is required.

Floors are to be kept free of trip hazards, such as cables, and contaminants such as oil or grease.

Lighting and heating should meet the normal working requirements for office and classroom spaces.

Laser pointers are not to be used.

Projectors should be placed to ensure that personnel are not subjected to direct glare from the lens.

Washing and toilet facilities must be available and suitable for all candidates.

Food and drink preparation areas must be kept clean and hygienic at all times.

Communication:

Trainers must have a mobile phone with sufficient charge with them at all times. Where mobile phone coverage is known to be weak or intermittent, radios should be available, or safe working practices must be agreed prior to training (checking in with base/working in teams etc/first aid provision available etc).

Candidates should also follow their company/organisation's communication procedures and safe working practices at all times.

In Case of Emergency phone numbers must be taken for all candidates. Instructors should have ICE numbers available to, and communicated to candidates if working away from their home site.

Candidate requirements:

All drivers must be in possession of the correct category of licence for their vehicle. Trainers must check photocard ID. Where facilities do not allow access to DVSA websites to check licences, Beyond Driving will obtain this information prior to training courses.

All drivers must meet the DVSA eyesight requirements for their class of vehicle. Vision correction should be worn according to licence requirements and as necessary for safe driving.

Where off-road work is required, candidates must be fit enough and suitably equipped to walk back to a place of safety in the event of a breakdown or becoming irretrievably stuck.

Personal Protective Equipment:

Trainers and candidates should have suitable footwear and clothing for the tasks, to include, but not limited to:

- Wet weather and warm clothing depending upon season
- Suitable footwear, including for off-road use (wellies, hiking boots, safety boots if required by site/client organisation)
- Gloves
- Eye protection

Route planning and session control:

Routes should be well planned and driven in advance where possible. Candidate knowledge can be used, where they identify specific areas where they feel that the trainer's input would be useful.

Routes must be suitable for the ability level of the candidate, and adapted according to the conditions through each session.

The provisions of the Highway code must be followed at all times.

Change-over and debriefing stops must be made in safe areas. Wherever possible these should be recognised parking areas. The instructor must ensure that all candidates have taken appropriate observations prior to exiting the vehicle.

Instructors have to be alert to the levels of stress which training can induce in candidate drivers and take adequate steps to ensure that drivers are able to fully control the vehicle at all times.

Sensible adaptation of routes should take place where weather and traffic conditions change.

Trainers must ensure that drivers apply a safe system of car control, such as the Information, Position, Speed, Gear, Accelerate system, at all times. This also forms the basis of a dynamic driving risk management process. Though the instructor may not have complete control of the vehicle, from the passenger seat, they should always undertake the Information (observation and communication) phase themselves and, where possible, coach the driver, under full guided instruction if necessary, to carry out the rest of the process safely.

Members of the public/third parties:

The actions of other road users cannot be controlled. Trainers are expected, where possible, to predict other drivers behaviour and minimise any risks by ensuring that drivers are aware and by instructing them to leave adequate space from the hazard. Where possible, the training should be taken away from any possible conflict which is outside the remit of the course.

Trainers, and candidate drivers, should behave politely and professionally at all times.

Notes:

For the majority of people the most dangerous thing they do whilst at work is drive on the public highway (HSE 1996).

The nature of driving is so complex, that it is impossible to take account of every possibility.

The consequences of road related incidents can range from relatively trivial incidents, to catastrophic events involving loss of life.

With this in mind, it is important to realise that all driver training carries a significant amount of risk. The benefits of appropriately carried out risk awareness training however, is deemed to outweigh the risk. As all of our training is carried out by suitably trained, qualified and competent instructors, able to alert drivers to risks and, where necessary, take some control of the vehicle, the risk of an incident during a training session should be classed as lower than the same activity outside the restraints of a course.

One thing which cannot be controlled are the actions of others. It is essential that both instructors and candidates observe to a high standard, and act on their observations by increasing space from a hazardous situation, or by avoiding it completely. Where the actions of others impacts upon us, both instructors and candidates must act politely and professionally. Anticipation and acceptance of the mistakes of others will do more than anything else to reduce the likelihood of an incident.

From motorways to mountains.

Tim Manwaring.
Senior Trainer.