



Coronavirus Risk Assessment for the Lotus Driving Academy

Location/Dept:			Date Assessed:			Assessed by:				
Task/Activity: Lotus Driving Academy						Reference Number:				
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Controls Measures Required	
						Likelihood (1-5)	Severity (1-5)	Risk/Priority		
Pre-Questionnaire prior to the event day	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> Customers are informed of guidance about visiting the premises prior to the day of their activity. The Lotus Driving Academy website will be updated with the guidelines that we are following to ensure the safety of everyone at the LDA. Clear guidance on expected customer behaviours, social distancing and hygiene will be provided to people on or before arrival, for example on online booking forms and on-site signage and visual aids. It will be explained to customers that repeated failure to observe safety measures will result in termination of their day and being asked to leave Customers will receive a questionnaire 7 days before their event requesting information that will identify if they are at risk of having or transmitting Covid 19: <ul style="list-style-type: none"> They will self-certify that they haven't tested positive for Covid 19 They will self-certify that they aren't exhibiting any of the symptoms of Covid 19 They certify that if they start to exhibit any in the days before the event or on the day of the event they advise us and do NOT turn up to the event. Customers must also complete an indemnity form that they must bring with them that is signed to confirm that they have no symptoms 		5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>



Arrival and Registration process	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • Customers will be given an arrival and registration time slot to ensure that minimise any queuing to get on site. • All interaction will be done form a safe social distance and customers will be welcomed by a staff member in PPE as well as Paramedic for the day. • The paramedic can check understanding of symptoms and perform an infra-red forehead temperature check. If the temperature is outside of the 'normal' range the customer will be requested to leave the site • We will collect indemnity forms in a clear plastic folder for each customer and these will be kept for 21 days in case of a track and trace enquiry. • The customer will be told their group for the day ('Elise', 'Exige' or 'Evora') and directed to a car parking area where signs will tell them where to go 	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Managing contact	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • Customers and staff are informed of guidance about visiting the premises prior to and at the point of arrival. • Guests will be encouraged to use hand sanitiser or handwashing facilities as they enter the premises and regularly during their stay as they move between areas in the facility. • We will take measures to avoid crowded site arrival areas, such as staggering arrival and registration times • We will encourage contactless payments or pre-payments for merchandise or additional services. 	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Keeping customers and visitors safe	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • We will make every reasonable effort to comply with the social distancing guidelines set out by the government. • Customers will be encouraged to wear masks when indoors • Vehicles will be cleaned between customers • We will increase the frequency of handwashing or hand sanitising and surface cleaning (including disinfection of high-footfall areas or common touchpoints and toilet/restrooms). • We will keep the activity time of any activity where social distancing cannot be maintained as short as possible. • Staff will work back-to-back or side-to-side (rather 	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>



					<p>than face-to-face) whenever possible.</p> <ul style="list-style-type: none">• We will reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).• We will take measures to make hospitality areas safer, with increased cleaning, keeping indoor activity time as short as possible.• We will ensure that all staff follow government handwashing guidelines and make a checklist of all hand-contact services to be cleaned• Customers and their instructor will be split into teams, and fix these teams so that where contact is unavoidable, this happens between the same people.• We will identify areas where people have to directly pass things to each other and find ways to remove direct contact such as by using drop-off points or transfer zones.• The maximum number of customers that can reasonably follow social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) has been calculated for the venue, taking into account total indoor and outdoor space, specific venue characteristics such as furniture as well as likely pinch points and busy areas.• Indoor and outdoor seating and tables have been configured to maintain social distancing guidelines (Two metres, or one metre with risk mitigation where two metres is not viable) between customers.• Outside spaces will be used where possible and markings will be laid.• Clear guidance on social distancing and hygiene will be made available to people on arrival (e.g. signage, visual aids, etc.) and before arrival, such as by phone, on our website or by email.• The number of persons on site will be managed in such a way as to ensure there is sufficient seating indoors and seating/standing outdoors. This will be achieved through the use of, for example, reservation systems, social distancing markings, having customers queue at a safe distance for toilets or bringing payment machines to customers, where possible.• We will make customers aware of, and encourage				
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						<p>compliance with, limits on gatherings. For example, on arrival or at booking.</p> <ul style="list-style-type: none"> • Sanitising facilities will be provided at the entrances to the clubhouse and customers will be encouraged to use the sanitiser or to wash their hands. • The flow of customers and employees through the premises has been considered and systems put in place to avoid areas of congestion and unnecessary contact. • Plans have been put in place for maintaining social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) in the event of adverse weather conditions, being clear that customers cannot seek shelter indoors unless social distancing can be maintained. • All control measures identified will be equally expected of all persons without discrimination. • We will assist the NHS Test and Trace service by keeping a temporary record of contractors, freelance staff and customers for 21 days and assisting with requests for that data if needed. This could help contain clusters or outbreaks. 				
Vehicles and activity driving	Contact with persons who may have been exposed to coronavirus – where social distancing cannot be implemented in vehicle	Drivers Customers	5	5	25	<p>The LDA will implement the following measures during event driving activity to minimise the risk of transmission:</p> <ul style="list-style-type: none"> • Clear signage to outline social distancing measures in place. • Single-person or contactless refuelling where possible. • Using full face helmets for both customer and instructor with helmet liner/balaclava • Disposable Gloves to be worn when in the vehicle by both customer and staff • Sitting side-by-side not face-to-face and increasing ventilation where possible. • Full arms and legs covered • Making sure vehicles are well-ventilated to increase the flow of air, removing roofs from Elise where conditions allow and/or by opening a window. • Ensuring regular cleaning of vehicles, in particular between different users. 		5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website and or DVSA wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>



Use of the toilets	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • Social distancing markings will be installed in areas where queues normally form, and we will adopt a limited entry approach, with one in, one out where possible and where this does not increase risk by creating a bottleneck. • To enable good hand hygiene, hand sanitiser will be available on entry to toilets where safe and practical, and suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), will be available. • There will be clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Normal cleaning products will be used, paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. • Ventilation will be increased where necessary by opening windows and, where appropriate, doors. • Special care will be given to cleaning of portable toilets and large toilet blocks. • A cleaning schedule will be kept up to date and clearly visible. • Further waste facilities will be provided and emptied regularly. • Where toilets are shared, we will set clear use and cleaning guidance to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. • We will make information available to guests on the increased risk of using these facilities. • Where possible, we will increase safe ventilation. 		5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Providing and explaining available guidance	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • Written or spoken communication regarding the latest guidelines will be provided to both staff and customers inside and outside the venue. Posters or information setting out how customers should behave at the venue to keep everyone safe will be provided. We will also consider the particular needs 		5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>



						<ul style="list-style-type: none"> of those with protected characteristics, such as those who are hearing or visually impaired. Customers will be informed that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification. Workers will be encouraged to remind customers to follow social distancing advice and clean their hands regularly. We shall ensure that information passed to customers does not compromise their safety. 			businesses-about-covid-19 Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Staff attendance to site	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> The minimum number of people required for safe operation of the venue and commensurate with the number of customers will be on site at any one time. 	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily at 2pm when the latest government guidance is released.	
Protecting people who are at a higher risk	Contracting COVID-19	Customers	5	5	25	<ul style="list-style-type: none"> Customers over the age of 65 will be asked to re-book or be refunded 	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily at 2pm when the latest government guidance is released.	
Coming to and leaving work	Contracting COVID-19	Staff	5	5	25	<ul style="list-style-type: none"> Where possible, there will be an identified entry and exit point from the venue. We will ask staff to keep belongings in their own vehicle Staff will be requested to arrive ready dressed for work and not to change on site Staff will be requested to wash uniforms regularly at home. 	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Control measures will be revised and updated daily at 2pm when the latest government guidance is released.	



Working areas	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable. • Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face. • Paint or tape will be used to demarcate social distancing. 	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Food preparation areas	Contracting COVID-19	Freelance Staff Contractors	5	5	25	<ul style="list-style-type: none"> • Government guidance on food preparation will continue to be followed (though minimal food preparation will be needed – more likely to be drink replenishment) • The kitchen will be accessed by as few persons as possible. • Access to the kitchen area will be managed with a ‘one in, one out’ system. 	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Accidents, security and other incidents	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • Consideration will be given to ensure enough persons with safety designated tasks are on site at all times to ensure the safety of staff and customers. • We will ensure security changes made as a result of COVID-19 do not adversely affect the security of staff or customers. • Where physical contact with customers is required, such as taking temperature, appropriate measures such as PPE will be implemented. • We will continue to follow government advice on managing security risks will continue to be followed. 	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Cleaning the premises – prior to opening	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • Complete a deep clean of the premises prior to opening. • Extra bins and waste collection will be provided. 	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>



<p>Cleaning the premises – keeping the venue clean</p>	<p>Contracting COVID-19</p>	<p>Freelance Staff Customers Contractors</p>	<p>5</p>	<p>5</p>	<p>25</p>	<ul style="list-style-type: none"> • Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. • Frequent cleaning will be completed of objects and surfaces that are touched regularly, including tables, and we will make sure that there are adequate disposal arrangements for cleaning products. • Surfaces and objects will be cleaned between each customer use. • We have arranged for our Valet to be on site each day to ensure vehicle surfaces are kept clean with a commercial vehicle sanitising product. • Once symptomatic, all surfaces that the person has come into contact with, must be cleaned, including: <ul style="list-style-type: none"> ○ All surfaces and objects which are visibly contaminated with body fluids; and ○ All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. • Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. • If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. • General cleaning will be increased to cover all occupied areas. • Windows and doors will be kept open as much as possible to increase ventilation. 	<p>5</p>		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
<p>Handling goods, merchandise, other materials and onsite vehicles</p>	<p>Contracting COVID-19</p>	<p>Freelance Staff Customers Contractors</p>	<p>5</p>	<p>5</p>	<p>25</p>	<ul style="list-style-type: none"> • No merchandise will be on sale on site • Shared contact points on equipment will be cleaned prior to each use. • Frequent handwashing will be encouraged, and further facilities provided. • Regular cleaning will be completed of the interior of shared vehicles that are taken home by staff. • Valet will complete a deep clean at the end of each day on each of the activity vehicles 	<p>5</p>		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest</p>



										government guidance is released.
Helmets, PPE and face coverings	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • PPE identified to control risks other than COVID-19 will continue to be worn. • Full face helmets will be allocated for the day to a customer and they will be asked to mark their name on them to ensure they keep the same helmet. Helmet liners will be provided and customers asked to wear them. Intercoms will be provided per helmet. • Staff who wish to wear face coverings should be permitted to do so, even though not required. To do so safely, they should: <ul style="list-style-type: none"> ○ Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. ○ When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from their hands. ○ Change their face covering if it becomes damp or if they have touched it. ○ Continue to wash their hands regularly. ○ Change and wash their face covering daily. ○ If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in the usual waste. ○ Practise social distancing wherever possible. 		5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Communication and training	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. • Training will be delivered to staff prior to opening the site. This will include arriving at and leaving work. 		5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>



Ongoing communication and signage	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • Simple, clear signs will be used with pictures where possible. These will be clear to persons for whom English is not their first language or who are visually impaired. • Means of written communication, such as whiteboards, will be used to remind staff of rotas and control measures. 		5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Gatherings	Contracting COVID-19	Freelance Staff Customers Contractors	5	5	25	<ul style="list-style-type: none"> • We will limit groups to a maximum of 6 people and each group will have a designated area with socially distanced seating (Clubhouse/Decking/Outside Gazebo) 		5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>



Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date