

Health and Safety Policy

1. Policy Statement

Girling Driver Training is committed to providing a safe and healthy environment for pupils, instructors, and members of the public who may be affected by driving tuition activities.

The aim of this policy is to minimise risks, promote safe working practices, and ensure that driving lessons are conducted in a professional and responsible manner.

Girling Driver Training recognises its duty to take reasonable steps to protect the health, safety, and welfare of all persons involved in its activities.

2. Responsibilities

As the proprietor and Potential Driving Instructor (PDI), Keith Girling is responsible for:

- Maintaining a safe and roadworthy tuition vehicle.
- Conducting lessons in accordance with road traffic laws and DVSA guidance.
- Assessing risks associated with driving tuition.
- Promoting safe driving practices.
- Ensuring appropriate insurance cover is maintained.
- Reviewing health and safety arrangements regularly.

Pupils are expected to:

- Follow reasonable instructions provided by the instructor.
- Disclose any medical condition that may affect their ability to drive.
- Wear appropriate footwear and clothing for driving.
- Conduct themselves responsibly during lessons.

3. Vehicle Safety

The tuition vehicle will:

- Be maintained in accordance with manufacturer recommendations.
- Hold a valid MOT certificate where required.
- Be insured for driving tuition purposes.
- Be fitted with dual controls.
- Undergo regular safety inspections.
- Be kept clean and in a safe operating condition.

Before lessons commence, routine checks may be carried out including:

- Tyres
- Lights
- Windscreen condition

- Mirrors
- Fuel levels
- Fluid levels

Any defect affecting safety will result in the vehicle being withdrawn from service until repaired.

4. Lesson Risk Management

Driving lessons involve inherent risks. To minimise these risks:

- Lessons will be tailored to the pupil's experience and ability.
- Routes will be selected according to the pupil's skill level.
- Progressive learning techniques will be used.
- Additional caution will be exercised in challenging traffic or weather conditions.
- The instructor will intervene where necessary to maintain safety.

5. Weather Conditions

Lessons may be postponed, shortened, or cancelled where weather conditions create an unacceptable risk, including:

- Snow and ice
- Flooding
- Dense fog
- Severe storms
- High winds

The safety of pupils, the instructor, and other road users will always take priority.

6. Health and Wellbeing

The instructor will not provide tuition when impaired by:

- Illness
- Fatigue
- Alcohol
- Drugs or medication affecting driving ability

Pupils are expected not to attend lessons if they are:

- Under the influence of alcohol or drugs
- Unfit to drive due to illness or fatigue
- Unable to meet legal eyesight requirements

Lessons may be cancelled if the instructor believes it is unsafe to proceed.

7. Mobile Phones and Distractions

To reduce distraction and improve safety:

- Mobile phones will not be used while the vehicle is moving except through lawful hands-free systems where necessary.
- Pupils should minimise distractions during lessons.
- Lesson-related devices and applications will only be used when safe to do so.

8. Accidents and Emergencies

In the event of an accident or emergency:

- The immediate safety of all persons involved will take priority.
- Emergency services will be contacted where required.
- Relevant insurance details will be exchanged where necessary.
- Appropriate records will be maintained.
- Lessons may be terminated if continuing would be unsafe.

9. Lone Working

As a sole trader, the instructor often works alone with pupils.

To support safety:

- Lesson schedules are maintained.
- Mobile communication is available during working hours.
- Pick-up and drop-off locations will be agreed in advance.
- Professional boundaries will be maintained at all times.

Safeguarding arrangements are detailed within the Girling Driver Training Safeguarding Policy.

10. Infection Control and Hygiene

Where appropriate, Girling Driver Training will take reasonable measures to reduce the spread of illness, including:

- Maintaining vehicle cleanliness.
- Providing hand sanitiser when available.
- Encouraging pupils to avoid lessons when suffering from contagious illnesses.
- Following relevant public health guidance.

11. Incident Reporting

Any accident, near miss, vehicle defect, or health and safety concern will be recorded and reviewed to identify any lessons learned and reduce future risks.

12. Policy Review

This policy will be reviewed annually or sooner if legislation, guidance, or business practices change.

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