



St Helens Group of Advanced Motorists

Risk Assessment

ACTIVITY	Observers Demonstration Drive		
GROUP (Name)	St. Helens	ASSESSOR	Mark Farnworth (Group Chairman)

PEOPLE AT RISK	Category	Tick if at risk
	General public	X
	Volunteers	X
	Members/Associates	X
	Others (Specify where necessary)	

DATE	6th February 2024
REVIEW DATE	6th February 2025

The Risk Assessment process

A risk assessment is carried out to evaluate the likelihood of harm occurring as a result of a hazard and how severe that harm could be. The process should identify the hazards involved, then assess them. The next step is to consider how to control the risks – what can be done to keep them as low as possible.

There will be times when the risk is so high that it would be considered dangerous to carry on with the activity – e.g. conducting an advanced motor cycle test on sheet ice. There are also activities where there is a real risk of injury, but which have a very low injury level – e.g. handling sheets of paper runs the risk of “paper cuts” to the fingers.

The end result is that the risks are managed downwards by the control measures considered for that purpose. The control measures then have to be implementedTo calculate the risk the system below is intended to be fairly simple to use ..

Severity		Likelihood	
Description	Score	Description	Score
Minor injury	1	Event unlikely to happen, but possible	1
Injury causing less than three days off work	3	About even chance an event may happen	3
Over three days off work, major injury, or a fatality	5	Highly likely, or almost certain an event will happen	5

Multiply the severity score by the likelihood score to produce an overall assessment:

Result of overall risk grading : 1 = Trivial 3 or 5 = Tolerable 9 = Moderate 15 = Substantial 25 = Intolerable.

1	Trivial	No action
3 or 5	Tolerable	Use basic control measures and monitor activity.
9	Moderate	Reduce the risk.
15 or 25	Substantial/Intolerable	Reduce the risk, or cancel the activity/action that produced this risk assessment result.

Control measures, if appropriate, need to be described in the column provided

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
<i>Collision with another vehicle/road user/roadside property etc</i>	All	5	1	5	<p><u>Observers</u></p> <ul style="list-style-type: none"> All have DSA driving test pass qualification as a minimum of prior training (or EU equivalent) Objective of exercise is to demonstrate safety. All Observers are trained to satisfy the requirements of the relevant IMI Observer Competencies: National Observers are qualified and reassessed as required by Regional Quality Managers or nominated Examiners. Local Observers are also qualified but must convert to National Observer status by the end of March 2025. Observers not to take or make a mobile phone call (hands free or hands held) whilst driving <p><u>Vehicles</u></p> <ul style="list-style-type: none"> Observers usually use their own car, ensuring familiarity with vehicle characteristics. Seat belts worn at all times except when reversing, as a part of the 	X	
						X	
						X	
						X	
						X	

					<p>activity specifically demonstrated.</p> <p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> • Observer has authority to terminate activity if he/she considers the conditions inappropriate. X • Length of individual drives at discretion of Observer to maintain concentration etc. X • Route choice at discretion of Observer to match road and weather etc conditions. X • Verbal commentary given ensuring concentration on hazard awareness. X • Speed limits and other traffic law adhered to as part of objectives of activity. X • Observers advised that 'best practice' is to have a mobile phone available in the vehicle in case of emergency. X • Demonstration on roads already known to Observers. X 	
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<i>Collision of pedestrian participant with another vehicle at start/finish venue or during driver change-over in multi-associate sessions</i>	All	5	1	5	<ul style="list-style-type: none"> • Location chosen to be away from fast-flowing traffic as far as possible, or at discretion of observer who has authority to decline a location. • Observers are licensed drivers with additional training, therefore have background awareness of road dangers. • Traffic awareness an integral part of the activity and therefore given attention. 	X	
<i>Slip/Trip at starting/finishing venue or during stops</i>	Volunteer Member Associate	3	1	3	<ul style="list-style-type: none"> • Location chosen to be away from fast-flowing traffic as far as possible, or at discretion of observer who has authority to decline a location. • Location chosen to avoid uneven surfaces where possible. 	X	

<i>Cramp etc from sitting in vehicle</i>	Volunteer Member Associate	1	1	1	<ul style="list-style-type: none"> • Timing of session at Observers discretion. • Demonstration drive usually limited to 30 minutes to 1 hour. 	X X	
<i>Effects of weather</i>	Volunteer Member/ Associate	5	1	5	<ul style="list-style-type: none"> • Activity cancelled/curtailed in extreme conditions, controlling health risk and deteriorating road conditions. 	X	

<p><i>Lone worker meeting unknown person – risk of assault</i></p>	<p>Volunteer Member/ Associate</p>	<p>5</p>	<p>1</p>	<p>5</p>	<ul style="list-style-type: none"> • Observer authorised to withdraw if unhappy with behaviour of candidate. • Details of Associates normally known to others in the organisation. • Meeting and de-brief location with candidate in Observers control, allowing use of public place. 	<p>X X X</p>	
<p><i>Accusation of 'improper behaviour'</i></p>	<p>Volunteer member/ Associate /Public</p>	<p>15</p>	<p>1</p>	<p>15</p>	<ul style="list-style-type: none"> • Both Observer and Candidate tend to be 'known' to other members of the Group. • Guidance given to Observers (see below) 	<p>X X</p>	

St Helens Group of Advanced Motorists Guidelines for the personal safety of Observers, Associates and Members of the Public

- The Associate Co-ordinator or his/her representative should record all Observed Runs, Demonstration Drives and free Public Assessment drives conducted by Observers on behalf of the Group.
- Meeting places for Observed Runs, Demonstration Drives and free Public Assessment drives MUST be in well lit public areas.
- There should be no physical contact between Observers and Associates/Members of the public apart from welcome and good-bye handshakes. Handshakes are optional and are left to the discretion of Observers.
- Observers should be professional throughout all Observed Runs, Demonstration Drives and Public Assessment drives. The sharing of some personal information is inevitable since this plays an integral part in relaxing Associates and members of the public but this should be kept to a minimum.
- Associates, Observers and members of the public MUST not use inappropriate gestures or language at any time whether this be swearing, personal remarks or sexual innuendo. If in doubt as to any offence being taken by any party, then inform the Associate Coordinator.
- Observers should treat personal information given to them by an Associate or a member of the public as confidential unless they have a Duty in Law to report the information to the Police or a Duty of Care to the St. Helens Group in which case they should report the information to the Associate co-ordinator.
- For an Observed Run, Demonstration Drive or Public Assessment drive at any time, an Observer/Associate/member of the public should be given the opportunity to request a chaperon.
- For Observers, there may be occasions when they are with vulnerable individuals or those under 18-years-old. On each of these occasions, a parent or guardian of the young/vulnerable person MUST accompany them. They MUST not find themselves on their own with vulnerable individuals or those under 18-years-old in any situation, whilst undertaking activities on behalf of IAM RoadSmart.