



General COVID-19
Guidelines

22nd July 2021 V7

The safety of our volunteers and customers remains our primary concern so please familiarise yourself with the guidelines in this document.

Throughout the UK, government / devolved administration advice can vary, and some areas within the same Nation can have differing regulations.

The latest Government guidance for all administrations can be found here:

<https://www.gov.uk/coronavirus>

Any information regarding local restrictions must be adhered to.

If such a restriction appears to affect your group, please contact your ASDM for advice.

This document is to perpetuate the guidance of 'Hands, Face, Space, Fresh Air'

We have no legal basis to require anyone to produce a vaccine certificate, proof of vaccination or sign a declaration about their vaccination status to carry out activities.

Vaccination is not a mandatory requirement. Remember you may have associates, customers and observers who may not want to be vaccinated or have been advised not to be vaccinated. Remember the vaccination is protection for the individual receiving it, other control measures are for our protection.

We respect the individual's right to choose what is right for them.

Introduction

IAM RoadSmart has returned to many of our regular activities and doing what we do best - making safer drivers and riders - we need to be confident that we are still operating within the Government guidelines and offering the best advice and support for you our volunteers and customers to stay safe.

For simplicity this document refers to observers (which is taken to include trainers, examiners, masters mentors and ASDMs) and associates (which includes associates, non-members on taster sessions, observers, masters candidates and examiners being assessed by ASDMs). The guidelines apply to both observer and associate in cars and on motorcycles.

Please also be mindful of the publicity we court and the perception we project to other bystanders. Be an ambassador for your group and IAM RoadSmart.

If you regard any session as a significant risk, consider if it's appropriate to conduct it.

Planning before the session

Any session needs to adhere to the current Government and IAM RoadSmart guidelines and all parties involved should observe the following:

- Be aware that, the Government guidelines may be different in England, Wales, Scotland, and Northern Ireland. Please check for any current regional restrictions, as they often updated.
- Please ensure your vehicle is clean before the session, paying attention to the areas other occupants may touch, door handles, seat belt clasps, window buttons.
- Remember, your meeting place and stopping venues should, as far as is practicable, comply with our safeguarding guidelines.
- Know the COVID-19 safe procedures to follow at filling stations or shops; if required wear a mask, gloves, and use card payment.
- Consider a COVID-19 safety kit to take with you, such as alcohol hand gel, masks, gloves, tissues, plastic bags, etc.
- Wearing face coverings (both parties), will minimise cross-contamination where social distancing is not possible in a vehicle, this will still be best practice but a personal choice.
- Best advice is to keep windows open (a minimum of one each side) to circulate fresh air within the vehicle and avoid using re-circulating features on the ventilation system, this needs to be balanced with the effects of wind noise and weather conditions.

Briefing:

Briefings may now be conducted on a face to face basis, but a virtual briefing remains an option.

It is advised to confirm that neither party:

- Has tested positive for COVID-19 and should be self-isolating.
- Is showing symptoms of COVID-19 and should be self-isolating.
- Is part of a household where residents are any of the above.

If either party has ANY concerns the session should not be carried out.

At the conclusion of the session:

Best practice will be to continue online reporting, by use of either the online run sheet or via the DARTS system.