

RISK ASSESSMENT

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| Title: | Driving a Vehicle on Company Business | | | Date of Assessment: | 28/04/2017 | Risk Assessor: | Ian A Warne |
| Reference Number: | RA 24 | Version Number: | 5 | People involved in making this assessment: | | Ian A Warne, Clare Crouch | |
| Task/Process: | Driving a Vehicle on Company Business | | | People at Risk: | Employees, customers, general public | | |
| Documents Associated with this Risk Assessment: | | | H&S 07 Driving at Work Policy, H&S 08 Driver Handbook | | | | |
| Review Date: | 02/10/24 | Reviewer: | Daniel Sawyer and Fraser McCallough | | Next Review Date: | 02/10/25 | |

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| Hazard: Accident or injury due to employee not being qualified or competent to drive | Risk of injury or death. Risk to employees, customers and the general public. |
| Control Measures: | |
| 1. | Ensuring anyone driving a company vehicle is licensed and qualified to drive that category of vehicle |
| 2. | Annual checks of driving licenses |
| 3. | Health checks, if relevant |
| 4. | Review accident records |
| 5. | Driver to read, understand and follow H&S 07 Driving at Work Policy and H&S 08 Driver Handbook |
| 6. | Instruction, information, training and supervision |

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| Hazard: Accident or injury due to tiredness or lack of concentration | Risk of injury or death. Risk to employees, customers and the general public. |
| Control Measures: | |
| 1. | Ensure driving working hours are adhered to (if driving a goods vehicle) |
| 2. | Ensure legal daily rest requirements are adhered to. |
| 3. | Control number of drops/visits in a working day |
| 4. | Ensure rest breaks are adhered to (Working Time Regulations) |
| 5. | Driver to read, understand and follow H&S 07 Driving at Work Policy and H&S 08 Driver Handbook |
| 6. | Instruction, information, training and supervision |

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| Hazard: Accident or injury due to a vehicle not being maintained according to the manufacturer recommendations. | Risk of injury or death. Risk to employees, customers and the general public. |
| Control Measures: | |

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| 1. | All vehicles provided by the company are subject to routine checks which include servicing, and safety critical checks conducted on a regular and scheduled basis |
| 2. | If in receipt of a car allowance, on an annual basis drivers are required to provide a copy of their MOT certificate (if applicable) and insurance documentation |
| 3. | Using a car knowing it to be defective, not in a roadworthy condition or having the correct legal requirements will not be condoned by the company and could lead to disciplinary action being taken |
| 4. | Driver to read, understand and follow H&S 07 Driving at Work Policy and H&S 08 Driver Handbook |
| 5. | Instruction, information, training and supervision |

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| Hazard: Injury due to driving under the influence of alcohol, illegal drugs or medication, or as a result of ill health | | Risk of injury or death. Risk to employees, customers and the general public. |
| Control Measures: | | |
| 1. | Employees are not permitted to drive on company business if under the influence of alcohol, illegal drugs and may be tested if necessary. They are not permitted to drive if their medication or ill health impairs their ability to drive | |
| 2. | Conviction of an offence involving drink or drugs may result in disciplinary action and possible dismissal | |
| 3. | Driver to read, understand and follow H&S 07 Driving at Work Policy and H&S 08 Driver Handbook | |
| 4. | Instruction, information, training and supervision | |

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| Hazard: Injury through driving in adverse weather | | Risk of injury or death. Risk to employees, customers and the general public. |
| Control Measures: | | |
| 1. | Employees have been instructed in the Employee Handbook not to travel for work purposes if they feel the weather makes travel dangerous | |
| 2. | Employees must drive safely and to the rules of the road in the event of adverse weather and delays are acceptable | |
| 3. | Under no circumstances should risks be taken i.e. driving faster than is prudent or legal to make appointment times when weather conditions are adverse | |
| 4. | Driver to read, understand and follow H&S 07 Driving at Work Policy and H&S 08 Driver Handbook | |
| 5. | Instruction, information, training and supervision | |

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| Hazard: Accident or injury due to employee speeding | | Risk of injury or death. Risk to employees, customers and the general public. |
| Control Measures: | | |
| 1. | All cars vans and lorries provided by the company are subject to routine checks which include servicing, and safety critical checks conducted on a regular and scheduled basis | |
| 2. | Company vehicles have trackers installed which monitor speeding | |
| 3. | Review accident records | |
| 4. | Driver to read, understand and follow H&S 07 Driving at Work Policy and H&S 08 Driver Handbook | |



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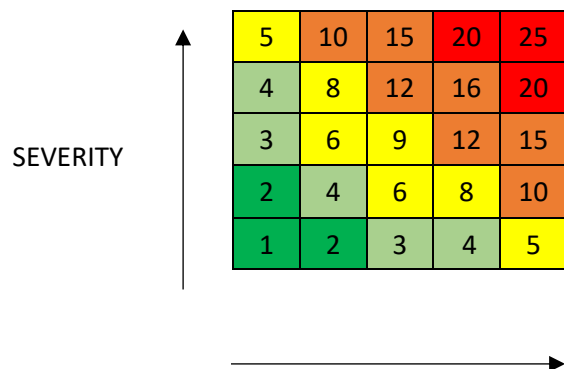
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| 5. | Instruction, information, training and supervision |
| Hazard: Accident or injury due to employee having a severe lack of sleep Risk of injury or death. Risk to employees, customers and the general public. | |
| Control Measures: | |
| 1. | Employees are not permitted to drive on company business due to a severe lack of sleep, they must contact their manager to discuss the reasons for the lack of sleep and what duties they are able to perform that day |
| 2. | Instruction, information, training and supervision |

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

RISK ASSESSMENT

HOW TO CALCULATE A RISK RATING



| Likelihood | Severity |
|------------------------|------------------------|
| 1 = extremely unlikely | 1 = very minor injury |
| 2 = unlikely | 2 = first aid injury |
| 3 = possible | 3 = lost time injury |
| 4 = likely | 4 = hospital treatment |
| 5 = very probable | 5 = disabling injury |

| Risk rating | Action and timescale |
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| 15 and above | Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9. |
| 9-14 | Tolerable Additional controls must be introduced as soon as possible. |
| 5-8 | Tolerable Additional controls may be needed |
| 4 or below | Acceptable |

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| 1-4 = | Low risk |
| 6-9 = | Medium risk |
| 10-25= | High risk |