

Driving at Work

Site: Any		Date:		
Main work activities: All driving activities <u>not covered by a more specific risk assessment</u> including: personal transport, standard vehicle use and normal road conditions				
Maximum number of people exposed: 1 driver (+ up to vehicle capacity) (+ third parties)				
Category, (skilled, visitor, trainee etc.): Qualified/specified driver, passengers/others any				
Age range: Driver over 17 minimum (over 21 some vehicles), others any age				
Frequency and duration of exposure: Daily				
<p>Hazards/Risks identified:</p> <p>Principle general hazards to consider for driving at work:</p> <ol style="list-style-type: none"> 1. Involvement in a road traffic/other accident causing injury and/or damage 2. Vehicle breakdown/malfunction/theft of or from vehicle 3. Mal-operation of vehicle/failure to comply with Road Traffic Act <p><i>NB The range of specific driving hazards is very wide. This generic risk assessment is for guidance, only addresses principle hazards associated with ordinary driving activity and must be customised and supplemented according to individuals, particular vehicles and certain tasks.</i></p>				
<p>Current action taken to reduce the risk:</p> <ol style="list-style-type: none"> 1. All drivers qualifications to drive (licences) are checked and recorded on recruitment and staff are required to advise the Authority of any changes. Where additional qualification/authorisation is required to drive any particular vehicle this is also checked and recorded 2. Authority vehicles are subject to regular operational and safety checks and properly maintained. Similar requirements are required of privately owned vehicles used on Authority business 3. Vehicle operation information, critical safety/adjustment checks and emergency/accident information is provided for all drivers. Where any additional training need is identified for any particular vehicle this is provided <p>Risk assessment (taking account of existing controls): <i>Delete as appropriate (see notes overleaf)</i></p> <ol style="list-style-type: none"> 1. A serious risk remains requiring immediate action as detailed below 2. A significant risk remains and will be further dealt with as detailed below 3. This is considered a low/acceptable risk that is currently sufficiently well controlled 				
Agreed new/additional control measures:		When	Who	Done

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Where ever possible you should involve your team in the risk assessment and gain their commitment to control measures.

General Guidance

Notes on risk assessment and completion of this form

NB This is a generic risk assessment for guidance only. Further or different controls may be necessary for specific vehicles, individuals and jobs. This assessment should be modified and personalised accordingly.

- 1. This form should be used to specify the controls that are in place to deal with any identified hazard where some significant risk of harm/damage or loss is identified.*
- 2. A judgement of significant risk may be made through experience of previous incidents, official guidance on risks associated with certain activities or through individual expertise and advice.*
- 3. A hazard is anything with the potential to cause harm/damage or loss. Examples include: electricity, vehicles, anything very hot or very cold, any sharp or pointed instrument or object, something very heavy/awkward that must be moved, something toxic or caustic, flammable or dangerous substances.*
- 4. The risk calculation is a subjective process to determine whether those with responsibility are satisfied that the controls in place, with respect to a particular hazard, are sufficient to avoid an incident or to make an incident sufficiently unlikely. In certain cases reference to statutory requirements and suitable advisers may be necessary.*
- 5. Those carrying out the risk assessment should be competent to do so. Competence is the ability to profile the risks in operational activities and then apply the right measures to control and manage those risks. In case of doubt, advice should be sought from the Safety Officer or others as appropriate.*

Specific Guidance – Driving at Work

- 1. The range of hazards involved in driving are many and varied. Generally hazards can be grouped into three principle categories:
 - (i) Drivers – ask yourself - are you satisfied that your drivers are competent and capable of doing their work in a way that is safe for them and other people?*
 - (ii) Vehicles - ask yourself – are you satisfied that vehicles are fit for the purpose for which they are used?*
 - (iii) Journeys/tasks – ask yourself – are routes/tasks thoroughly planned?**
- 2. Any special conditions or circumstances demand a special assessment and perhaps an assessment 'on the spot' (also known as a dynamic risk assessment). This could be relevant in case of an accident or breakdown in a particularly unfortunate or unsafe place, coming upon a dangerous road condition or in case of a sudden change in the weather/driving conditions.*

If in doubt seek further advice from your Line Manager or Occupational Safety and Health Adviser (OSHA)