

9th April 2025

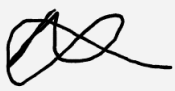




Barlows Uk Ltd

Risk Assessment

DRIVING FOR WORK

BUK.SHEQ.RA.004.02 Issued 09/04/2025,
Review 08/04/2026,
United Kingdom

Activity Assessed	Driving for work
Location Name	
Location Address	BUK.SHEQ.RA.004.02 Issued 09/04/2025, Review 08/04/2026, United Kingdom
Start Date	9th April 2025
End Date	8th April 2026
Created Date	9th April 2025
Review Date	8th April 2026
Author	Nigel Johnson
Author Job Role/Position	
Author Signature	
Competent Assessor Name	Nigel Johnson

Affected Groups	
Staff	Public
	

Activity Description

Driving for work

Pre Risk Ranking (see key)			Hazard Identified (Potential Harms)	Control Measures to Reduce Risk	Post Risk Ranking (see key)		
L	I	RR			L	I	RR
4	5	20	Hand held devices (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality, property damage and property)	Drivers must be aware of legal requirements when driving. Hand held devices must not be used when driving. Most vehicles have the ability for hand held devices such as mobile phones to be connected to them. Drivers must interact with a hand held device when driving. Drivers must find a safe area to stop, park and turn their engine off if they need to use a hand held device.	2	5	10
5	5	25	Towing (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality and property damage)	Towing must be approved by the H&S director. All drivers towing with a company vehicle must have attended appropriate training.	2	5	10
2	5	10	Accidents and Incidents (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality, Personal Injury Property damage and property damage)	In an emergency situation ensure that relevant emergency services are contacted if required. All accidents and incidents must be dealt with at the scene as instructed in the driver handbook. All accidents and incidents must be reported to our insurers and your manager as soon as its safe to do so.	1	5	5

Pre Risk Ranking (see key)			Hazard Identified (Potential Harms)	Control Measures to Reduce Risk	Post Risk Ranking (seekey)		
L	I	RR			L	I	RR
1	5	5	Driver (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality and property damage)	All drivers need to legally have a suitable driving licence to drive. All company vehicle drivers need to complete a company approved licence check prior to driving any company vehicle. The driver must be aware of the requirements of the highway code including minimum eyesight requirement. The driver must be aware of their surroundings at all times. The driver is fully repsonsible for ensuring the vehicle is driven safely, sensibly and courtesly at all time. Depending on age and duration of holding a full licence, additional training may be required.	1	5	5
2	5	10	Breakdowns (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality, property damage and property)	The driver is repsonsible for ensuring they know what to do in the event of a breakdown. The driver should ensure as best they can that the vehicle is not left in a position to cause additional obstruction. In the event the vehicle needs to be left in a dangerous position all vehicles lights must be swicthed on with the hazard lights. The driver and occupants must never leave themselves open to danger and take refuge in a safe place. In any breakdown situation contact your manager to inform them as it may have impact on works. All vehicles have full vehicle recovery including passengers.	1	5	5

Pre Risk Ranking (see key)			Hazard Identified (Potential Harms)	Control Measures to Reduce Risk	Post Risk Ranking (seekey)		
L	I	RR			L	I	RR
2	5	10	Weather (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality, property damage and property)	The Journey should be considered as to if it is necessary. The driver must ensure that windows and mirrors are clear to ensure a unobstructed view. The driver must not proceed until they have a clearall round vision from the drivers position. The driver must drive to the weather conditions at all time. The driver must consider breaking distances in wet and icy conditions. The driver must consider they are wearing appropriate clothing if the vehicle was to breakdown.	1	5	5
2	5	10	Tyre change (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality and property damage)	The driver should be aware of the location of the spare tyre and equipment to enable a tyre change to take place. If the driver is unable to change a tyre they must arrange a competent person to do so. If the driver cannot change a tyre safely they should try to move the vehicle into a safer and suitable location. If the tyre cannot be changed safely the driver must arrange a competent person to do so.	1	5	5
2	5	10	Maintenance (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality and property)	Company vehicles are managed by the fleet manager. Drivers have the responsibility to ensure they act on any information given by the fleet manager, such as taking vehicles for services and MOTs. Drivers are required to complete a documented fleetcheck on a monthly basis. Drivers are expected to have a working knowledge of the company drivers handbook.	1	5	5
2	5	10	Prosecutions (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality and property damage)	Drivers must complete a licence check prior to driving a company vehicle. Drivers have the responsibility to declare any prosecutions including penalty points to the fleet manager.	1	5	5

Pre Risk Ranking (see key)			Hazard Identified (Potential Harms)	Control Measures to Reduce Risk	Post Risk Ranking (seekey)		
L	I	RR			L	I	RR
2	5	10	Journey (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality and property damage)	Journey to be planned to ensure sufficient time is allowed for arrival to prevent unnecessary haste or stress. Ensure over night accommodation is booked if works cannot be completed in one day. Ensure the journey both ways can be completed without fatigue. Consider two person driving to cover the journey. 15 minute rest breaks must be taken every 2 hours as a minimum. All knowlegable distractions to be removed such as unsecured items in the cab and rear of the vehicle.	1	5	5
2	5	10	Vehicle (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality, property damage and property)	The dashboard and cab of the vehicle must be kept clear and tidy at all times. The driver should be competent to drive the vehicle. The driver should undertake a monthly documented vehicle check on fleetcheck. The driver should undertake a walkaround of the vehicle prior to every journey. Legal minimum standards must maintained such as tyre depth, operational mirrors and vehicle body condition. The driver is responsible for ensuring the vehicle is not overloaded. The driver is repsonsible for ensuring any items on a roof rack are secured to the roof rack adequately. The driver is repsonsible for ensuring the windscreen and mirrors will not affect the drivers ability to drive safely.	1	5	5

Pre Risk Ranking (see key)			Hazard Identified (Potential Harms)	Control Measures to Reduce Risk	Post Risk Ranking (seekey)		
L	I	RR			L	I	RR
5	5	25	Fit to drive (Driver - collision - personal injury/fatality Other passengers - collision - personal injury/fatality Other road users - collision - personal injury /fatality Pedestrians - collision - personal injury /fatality and property)	The driver should never drink and drive. The driver must never drive whilst under the influence of drink or drugs. The driver has the responsibility to ensure they are physically fit to drive. The driver has the responsibility to ensure they are medically fit to drive. The driver has the repsonsibility to ensure that any medication does not affect their ability to drive. If medication is likely to affect driving ability, they should not drive until they are safe to do so - check manufacturers instructions. The driver is repsonsible for ensuring they always drive within the legal drink and drug driving limit. If the driver becomes unwell or unfit to drive, they stop in a safe place and summon help. Drivers must inform their manager if their health or medication could affect their ability to drive. Drivers must be aware of their responsibilities under the road traffic act 1988.	1	1	1

Risk Ranking Key

		Impact (I)					Risk Ranking Key
		1 - Slight	2 - Small	3 - Moderate	4 - Significant	5 - Severe	
Likelihood (L)	5 - Certain	5	10	15	20	25	1 - 4 Low
	4 - Highly Likely	4	8	12	16	20	5 - 9 Low Medium
	3 - Likely	3	6	9	12	15	10 - 14 Medium
	2 - Unlikely	2	4	6	8	10	15 - 19 Medium High
	1 - Highly Unlikely	1	2	3	4	5	20 - 25 High