



Driving for Work Generic Risk Assessment

Risk Assessment For: Generic Driving for Work Assessment (add additional risks/control measures as required).			Initial Risk Assessors Name: David Prince		Job Title: Director		Date of Initial Generic Assessment: 20/03/2016		
BUK.SHEQ.RA.004			Review Date (1st): 21/03/2017		Review Date (2nd): 10/02/2021		Review Date (3rd):09/02/2024		
			Reviewed by: D.Prince M.Barlow		Reviewed By:		Reviewed by:		
Duties/ Tasks	Hazards Identified	People At Risk			Control Measures Ensure environmental impacts are always considered	Risk Rating			
		E	C	P		Sev	LKHD	Risk	Controls Adequate? (Y/N)
Driving for Work	Accidents and incidents on the road to driver, passengers, pedestrians and other road users	✓	✓	✓	<p>The first question that should be asked is: is the journey necessary? Could the work be covered with a conference call, or by using public transport?</p> <p>An individual risk assessment for each journey is not required as long as all the control measures in this document are adhered to. However you should undertake an individual assessment for those who are young or newly qualified and those driving long distance.</p> <p>Those who undertake particularly high mileage should be considered a higher risk and should be assessed as a priority to ensure there are no additional risks.</p> <p>More sleep related accidents occur between 2am and 6am and between 2pm and 4pm. Consider timescales when planning journeys, avoid periods of peak traffic flow and when on longer journeys advise drivers to take a 15 minute break every two hours.</p>	5	1	5	Yes adequate providing all control measures are in place and both employee and manager is aware of their responsibilities.

Driving for Work	Accidents and incidents on the road to driver, passengers, pedestrians and other road users	✓	✓	✓	<p>The driver should be competent (and have a licence of the correct category) to drive the vehicle in question, for example if they are being asked to drive a van or much larger vehicle than they are used to, or to pull a trailer, this should be assessed separately.</p> <p>. Ensure drivers are aware of the requirement to be able to satisfy the eyesight requirements set out in The Highway Code.</p> <p>. All incidents which occur while driving for work must be reported to the fleet manager, Mark Barlow and the emergency services must be called if it is required.</p>	5	1	5	Yes adequate providing all control measures are in place and both employee and manager is aware of their responsibilities.
Driving for Work (own or Barlows vehicle)	<p>* Driving without valid licence.</p> <p>* Driving an unsafe vehicle which has not been checked/serviced.</p>				<p>All employees have fleetlicence check.</p> <p>All employees have an absolute duty to ensure they have a valid driving licence for the category of the vehicle (this must also be checked by the manager).</p> <p>Employees must advise their manager should they receive a driving conviction and advise of the number of points on their licence, this may also affect their driving insurance and ability to use the vehicle for work. Monthly vehicle checks must be carried out and returned to Mark Barlow - Fleet Manager.</p>	5	1	5	Yes adequate providing all control measures are in place and both employee and manager is aware of their responsibilities.
Driving for work; Journey Risk Assessment	Journey Risk Assessment; Unknown route, long route, getting lost, driver fatigue,	✓	✓	✓	<p>The driver should undertake a walkaround check of the vehicle (Pools cars are checked monthly for oil, water and screenwash with a visual check on tyres), drivers should check screen wash pre use, ensure the screen is clear and check the windscreen wipers are in good condition. National Tyres fleet visit once a month to check all our vehicles at site.</p> <p>The driver should make themselves familiar with the route,using for example multimap, road map, or GPS system if available.</p>				

	accidents				<p>* Ensure sufficient time is allowed for the journey to prevent unnecessary haste or stress.</p> <p>* Ensure that overnight accommodation is secured if the journey/work activity cannot be reasonably completed in one day.</p> <p>* Ensure the journey and the work activity is such that the return journey can be completed without excessive fatigue.</p> <p>In some circumstances it may be necessary to complete an individual risk assessment where there are additional risks for the person or particular journey.</p> <p>* In the time of an accident, items on the dashboard may cause harm to the driver and passengers. All engineers must keep their dashboard and cab tidy at all times.</p>	5	1	5	Yes providing control measures are in place.
Driving for work, inclement weather	Accident potential increased due to ice, snow, heavy rain, high winds etc	✓	✓	✓	<p>It should be considered if the journey is absolutely necessary during these conditions, and another method of transport should be considered or a telephone conference or the journey could be put off for another day.</p> <p>The individual should ensure they are wearing suitable clothing for the conditions - suitable footwear for when they get out of the car for example and appropriate clothing.</p> <p>It is essential that the windscreen and all windows and mirrors are cleared of snow and ice before proceeding and that the internal windows have been demisted, you must have clear all round vision.</p>	5	2	10	Yes providing control measures are in place.
Driving for work, breakdowns	Breakdown, risk of accidents, stress	✓	✓	✓	All drivers must be aware of how to change a tyre or arrange for this job to be done if necessary using National Tyres callout service, and what to do in the event of a breakdown. To ensure they are safe and can call appropriate help as required. RAC, Vauxhall, and Ford assistance are used for assistance.	5	1	5	Yes providing control measures are in place.
Driving for work; vehicles other than standard vans	Serious injuries and road accidents	✓	✓	✓	<p>A separate assessment should be undertaken for other vehicles such as larger vans or HGV's.</p> <p>Call emergency services is required.</p> <p>The driver should be competent (and have a licence of the correct category) to drive the vehicle in question, for example if they are being asked to drive a van or much larger vehicle than they are used to, or to pull a trailer, this should be assessed separately.</p>	5	1	10	Yes providing control measures are in place.
Driving for work; ill health/ meds	Driver becoming unwell or is unwell and/ or	✓	✓	✓	<p>Should the driver become unwell and unfit to drive, then they should pull over to a safe place and summon help.</p> <p>All employees should ensure that any medication does not affect their ability to drive, if medication is likely to affect their driving ability, then they should not</p>				Yes providing

	on medication				drive until they are sure they are safe to do so. Employees must advise their manager if they feel their health or medication could affect their ability to drive safely. Some conditions mean that it is unsafe for someone to drive. All drivers must be aware of their responsibilities under the Road Traffic Act 1988 which can be found at www.legislation.gov.uk	5	1	5	Yes providing controls are in place.
Driving for work; Mobile phone	Use of mobile phone causing accident	✓	✓	✓	The use of a mobile phone while driving is against the law. While a mobile phone is often available to drivers, Bluetooth hands free must be used when answering calls whilst driving. The preferal method is that the driver must ensure they are parked safely and the engine is turned off before making or receiving a call. See the driver handbook on the use of mobile phones.	5	1	5	Yes providing controls are in place.
Driving for work; drugs alcohol/ prescribed meds	Accidents or lack of attention due to being under the influence of any of the above	✓	✓	✓	You should never drink and drive. You must never drive while under the influence of alcohol or drugs. You must not drive while under the influence of medication that affects your ability to drive. All employees should check with their pharmacist, or GP and the medication data sheet if they are unsure regarding any medication.	5	1	5	Yes providing controls are in place.
Driving for work; Barlows vehicles	Using Barlows vehicles. Accidents and incidents	✓	✓	✓	Barlows vehicles are managed internally, therefore maintenance and insurance issues are covered. Ensure you follow the requirements regarding the use of company vehicles as per the Barlows Company Drivers Hand Book. A valid driving licence must be held by the employee and presented when requested.	5	1	5	Yes providing controls are in place.

E - Employees

C - Customers

P - Public

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Risk Ratings

Severity	
5	Death/Disability
4	Major injury - broken bone, unconsciousness - anything that is reportable under RIDDOR
3	Minor injury (lost time 1-3days) - bruising, sprains, deep cuts
2	Injuries requiring first aid (lost time < 1 day)
1	Trivial injury (no lost time) - bumps, cuts, abrasions

Likelihood	
5	It is expected to happen in most circumstances
4	Will probably occur at some time, or in some circumstances
3	Fairly likely to, but could occur at some time
2	It is unlikely to, but could occur at some time
1	May only occur in exceptional circumstances

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Severity						
			Unacceptable Risk			
			High Risk			
			Medium Risk			
			Low Risk			

Risk Rating	Action Required
16+	Unacceptable risk do not proceed
11-15	Requires immediate action to reduce risk and maintain at an acceptable level
4-10	Precautions to be maintained and managed. Further action to reduce risk to be taken if this can be done effectively
1-3	Precautions to be maintained and managed. Further action unlikely to be appropriate.