

Record of Risk Assessment (ref: Management of Health & Safety at Work Regulations 1999 & INDG382 – Driving at Work)	Activity, procedure or workplace being assessed: Driving for Work		
	Assessed by: John Theobald (Corporate Health & Safety Adviser)	Service: All Corporate Services (Generic document for Service modification)	Date: May 2010

Stage 1		Stage 4	Stage 5			Stage 6	Stage 7		
List significant hazards and effects.		Describe hazard control measures in place.	Likelihood	Severity	Risk rating	Identify any further controls required.	Likelihood	Severity	Risk rating
			L	S	LxS		L	S	LxS
1.	Road Traffic Collision with another vehicle or person causing Fatal / Serious injury from Road traffic accident (RTA).	Driver must hold full valid UK Driving License (appropriate to the class of vehicle driven), appropriate Insurance and an MOT Certificate (where appropriate). Line manager (or external agency) to make and record checks upon this documentation annually.	2	4	8	Amend Council Terms and Conditions to require all staff who need to use a car for their work to have business use insurance in place. In practice this means all employees outside of schools	1	4	4
2.	RTA due to Driver being under the influence of drugs / alcohol	Driver must not be under the influence of alcohol or un-prescribed drugs. If taking prescribed medicines check with GP or Pharmacist that it will not cause drowsiness or impair judgement and driving performance. Inform manager if that is the case and do not undertake the journey.	1	4	4				
3.	RTA due to being late for meeting / being held up in traffic then rushing to venue, driving too fast.	Planning journey – making assessment of route etc, leaving in good time and allowing for rest breaks or 15-20 minutes if over 2 hours duration.	1	4	4				

Record of Risk Assessment	Continuation sheet. Use this page to continue with the Risk Assessment	Date:
	Upon completion, copy and discuss these findings with the Line Manager or their nominated representative.	

Stage 1		Stage 4	Stage 5			Stage 6	Stage 7		
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4.	RTA involving inexperienced driver, unfamiliar with vehicle.	Must hold full licence and be familiarised with the vehicle to be driven, by a colleague or manager. If driving a WBC owned or leased car the driver must be authorised to drive the vehicle by their manager.	1	4	4				
5.	RTA due to being unfit to drive i.e. poor eye sight, musculoskeletal problem etc	Must meet DVLA medical standards for eyesight and driving. Occupational Health checks are to be provided when requested by individual or line manager and on return to work after long term sickness absence	1	4	4				
6.	RTA due to driver not paying attention to the road due to use of mobile phone, in vehicle technology	Driver must comply with current legislation regarding not using mobile phones whilst driving.	1	4	4				
7.	Passengers being injured in the case of an RTA or Driver being injured during RTA by own passengers.	Driver is to ensure that all passengers wear the safety belts fitted within the vehicle.	1	4	4				
8.	Driver injured by unsecured goods held on back seat or back parcel shelf, during an RTA	All goods which are being transported, to be stowed in the vehicle boot or behind a protective screen, or in the passenger seat floor well.	1	4	4				

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9.	Driver having an accident in an un-roadworthy / unsuitable vehicle	1. When using own/leased car, this must meet the current Road Traffic Legislative Standards. 2. Fleet vehicles to be checked and maintained in accordance with any WBC maintenance specifications 3. Annual checking of Insurance and MOT certificates by Line Manager (or external agency) if own vehicle used for work purposes (either essential or casual user).		1	4	4						
10.	Stress, Impact upon driver / passenger welfare during vehicle breakdown.	1.WBC owned, leased and hired vehicles covered by Corporate breakdown insurance cover. 2. Essential / casual users advised to arrange own personal breakdown cover. 3. Carrying out a pre journey vehicle check i.e. battery check, oil etc as advised by the Royal Society for the Prevention of Accidents (ROSPA)		2	2	4						
11.	Stress, Impact upon driver if Vehicle broken into.	Driver to ensure vehicle is fully locked, windows left fully closed and any valuable items stowed into the boot (or rear of van).		2	2	4						
12.	Possible Drowsiness, lack of concentration leading to RTA, if excessively long journey undertaken.	Use of website journey planners to accurately assess journey duration & plan overnight stops if necessary.		1	4	4						

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13.	Possible Drowsiness, lack of concentration leading to RTA, if driving for long periods without adequate rest breaks	Planning of journey. Consideration given to other means of transport being more suitable, consider sharing driving, overnight stay etc and taking 10 - 15 minute rest breaks after 2 hours of continuous driving.			1	4	4						
14.	Increased likelihood of RTA because of bad weather.	Check of route / weather by media. Allow more time for journey or re-arrange when better weather expected.			1	4	4						
15.	Being struck by passing motorists if vehicle broken down.	Wear High Visibility Vest (PPE) whilst attending vehicle e.g. wheel change due to puncture, especially at night, if positioned on the roadside + Use of warning Triangle (if available).			1	4	4						

Stage 2: Indicate if additional assessments req.	Mobility Assistance <input type="checkbox"/>	DSE <input type="checkbox"/>	COSHH <input type="checkbox"/>	PPE <input type="checkbox"/>	Noise <input type="checkbox"/>	Fire <input type="checkbox"/>	Asbestos <input type="checkbox"/>	Other;
Stage 3: Indicate who could be harmed as a consequence of any of the above hazards?	WBC staff <input checked="" type="checkbox"/>	Public <input checked="" type="checkbox"/>	Cleaners / Security <input type="checkbox"/>	Contractors <input type="checkbox"/>	Other ↓			
	Pregnant person(s) <input checked="" type="checkbox"/>	Disabled <input checked="" type="checkbox"/>	Young Persons (under 18) <input type="checkbox"/>	Children (under 16) <input type="checkbox"/>				

Stage 8 Approval	Forward and discuss this Assessment with line manager. Ensure any further controls will reduce the risk to reasonably practicable level. Date risk assessment agreed / actioned:
	Line Manager Signature:
Stage 9:	

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Distribution	Verify all stages complete and distribution implemented. Line Manager Signature:		Date verified and distributed:	
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1 st Review Date:	Signed:	3 rd Review Date:	Signed:
2 nd Review Date:	Signed:	4 th Review Date:	Signed:

Likelihood		Severity	
4	Almost certain	4	Substantial: Major RIDDOR
3	Likely	3	Moderate: over 3-day injury
2	Unlikely	2	Minor: Non RIDDOR
1	Highly unlikely	1	Trivial: No significant injury

Severity	4	4 Moderate	8 Substantial	12 Intolerable	16 Intolerable
	3	3 Tolerable	6 Moderate	9 Substantial	12 Intolerable
	2	2 Trivial	4 Tolerable	6 Moderate	8 substantial
	1	1 Trivial	2 Trivial	3 Tolerable	4 Moderate
			1	2	3
Likelihood					

Risk classification in action	
Intolerable	Cease this work immediately. Make task/area safe. Inform Service Head now.
Substantial	Not tolerable. Allocate suitable resources directly. Seek professional advice.
Moderate	Start or continue to monitor to ensure existing controls are maintained.
Tolerable	Resume, but continue to monitor to ensure existing controls are maintained.
Trivial	No further action required (i.e. existing safety controls are satisfactory).