

RISK ASSESSMENT

Risk Assessment Reference: RA 006 Driving Company Vehicles					Assessor Stephen Turner	Area/Location: Driving to & from customers premises		
Persons Exposed:		Employees: ☒		Clients Staff / Visitors ☒		Contractors ☒		Public ☒
Hazard / Activity	Risk	Risk Rating			Control Measures to Reduce Risk	Residual Risk		
		Probability	Severity	Risk		Probability	Severity	Risk
Use of mobile phone whilst driving	Distractions whilst driving causing an accident	4	4	16	Drivers must not manually operate a hand-held phone while driving. Plan journeys so they include rest stops when messages can be checked and calls returned. Only use a hands-free kit if it is absolutely safe to do so.	1	4	4
Fatigue	Vehicle accident	2	5	10	Take breaks at appropriate intervals. Don't drive if feel excessively tired. Awareness of medication side effects. Drive with window down/keep car interior cool. Ensure allow sufficient time for journey and breaks.	1	5	5
Road rage and accident caused by others	Personal injury, shock	2	4	8	Avoid confrontation. Do not use lights or horn as a reprimand. Pull over and phone Police for assistance. Mobile phone for emergencies. Drive within the law and adhering to Highway Code. Drive in a courteous manner, keep a safe braking distance.	1	4	4
Breakdown by road side	Struck by other road vehicles	2	4	8	Regular servicing/ maintenance to avoid breakdown. Roadside assistance contract in place. Driver handbook states maintenance details; Be prepared – plan journey and emergency arrangements.	1	4	4
Driving in inclement weather	Poor visibility, rain, ice, snow, vehicle accident.	4	4	16	Modify driving style to suit road/visibility conditions - allow extra braking distances, drive more slowly etc. Avoid journeys if possible in extreme weather. Allow extra travel time. Be prepared- carry blankets, torch, drinks etc. Heed weather and travel warnings.	1	4	4

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Speeding	Accident or increase severity of accident.	3	4	12	Avoid speeding – Adherence to speed limits. Match road speed to traffic and weather conditions. Allow sufficient time to undertake journey. Admin staff booking appointments to ensure factor in sufficient travel time. If necessary, arrive late – stop car and phone to advise of lateness.	1	4	4
Driving under influence of alcohol, illegal drugs or medicinal drugs	Reduced ability to respond to situations. Reduced judgement (distances, drowsiness etc).	2	4	8	Prohibition on consumption of alcohol at any time that may affect driving at work Prohibition on use of such substances at any time Caution in use of such substances at any time that may affect driving at work Follow manufacturer's guidance and be aware of side effects Decline to drive if unfit Seek Occupational Health support	1	4	4
Refuelling	Allergic reaction/dermatitis. Fire/Explosion	2	5	10	Use of public petrol stations – follow safety signage on the forecourt. PPE – gloves for refuelling especially diesel. Avoid use of mobile 'phones when fuelling. Avoid smoking. Wash spilt fuel off skin or clothes as soon as practicable.	1	5	5
Driving defective vehicle	Vehicle Accident, road traffic offence.	2	2	4	Pre use check must be recorded. Ensure adequate maintenance regime. Fault reporting.	1	2	2

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Signed by: 	Date: 31/01/2022			
Additional control measures to reduce risks to lowest level possible	Action Plan		Completed	
	By	Date	By	Date