

## General risk assessment form

<b>Location:</b>	Public Highway/ Car Parks/ Yard	<b>Activity:</b> Driving and returning to base
<b>People at risk:</b>	Drivers/contract and agency workers	
		01/04/2025

Number	Hazard  Something with the potential to harm: hazards listed should be all those present before controls are in place.	Possible effects/harm  Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Risk rating H, M, L Indicate the rating prior to controls being in place. (See page 7 for guidance on rating the risk.)	Detail existing controls  Provide details of control measures already in place. If measures are detailed in other documents, state where.	Detail further action required to reduce risk  Note the action required, responsible person and target date.	Revised risk rating H, M, L Indicate the rating following implementation of controls.
1	Prolonged driving –	<ul style="list-style-type: none"> <li>Musculoskeletal injuries, hand/arm fatigue and loss of concentration.</li> <li>Crashing leading to cuts, abrasions, broken bones, head and internal injuries and shock</li> </ul>	L	<ul style="list-style-type: none"> <li>Drivers have the necessary licence for the vehicle</li> <li>Drivers stop to collect glass bins regularly and so are not driving for prolonged periods</li> <li>Take official breaks and keep to driving period regs</li> <li>Ensure drivers are properly trained and selected according to purpose of journeys</li> <li>Ensure vehicles are fitted with approved first aid kits (drivers to inform office if refills are required) and fire extinguishers</li> <li>Drivers should stretch and exercise in the vehicle when stationary</li> </ul>		

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	Something with the potential to harm: hazards listed should be all those present before controls are in place.	Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.		Provide details of control measures already in place. If measures are detailed in other documents, state where.	Note the action required, responsible person and target date.	
2	Poor health of the driver & fatigue -	<ul style="list-style-type: none"> <li>Crashing leading to cuts, abrasions, broken bones, head and internal injuries and/or shock</li> </ul>	L	<ul style="list-style-type: none"> <li>Do not allow anyone to drive when tired or feeling unwell</li> <li>Employees should undertake regular eyesight checks</li> <li>Employees should not drive if they have taken medication that could affect their ability to drive safely</li> <li>Drivers interact with senior management most days</li> </ul>		
3	Driver under the influence of drugs and alcohol –	<ul style="list-style-type: none"> <li>Crashing leading to cuts, abrasions, broken bones, head and internal injuries and/or shock</li> </ul>	L	<ul style="list-style-type: none"> <li>Employees should not drive under the influence of drugs or alcohol</li> </ul>		
4	Faulty vehicle -	<ul style="list-style-type: none"> <li>Crashing leading to cuts, abrasions, broken bones, head and internal injuries and shock</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensure vehicle is regularly serviced, tested and in good working order</li> <li>Carry out pre-use checks using formal vehicle check list.</li> </ul>		

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				<ul style="list-style-type: none"> <li>Ensure vehicles are fitted with approved first aid kits (drivers to inform office if refills are required) and fire extinguishers</li> <li></li> </ul>		
	<ul style="list-style-type: none"> <li>Adverse conditions -</li> </ul>	<ul style="list-style-type: none"> <li>Crashing leading to cuts, abrasions, broken bones, head and internal injuries and shock</li> </ul>	M	<ul style="list-style-type: none"> <li>Drive according to conditions</li> <li>Avoid any unnecessary journeys in extreme weather conditions</li> <li>Ensure vehicles are fitted with approved first aid kits (drivers to inform office if refills are required) and fire extinguishers</li> <li>Driver to ensure all occupants are wearing seat belts</li> </ul>	<ul style="list-style-type: none"> <li>Driver to check weather reports during winter months</li> </ul>	L
	<ul style="list-style-type: none"> <li>Road traffic accident/</li> </ul>	<ul style="list-style-type: none"> <li>Crashing leading to cuts, abrasions, broken bones, head and internal injuries shock and death for driver and other road users</li> </ul>	H	<ul style="list-style-type: none"> <li>Ensure drivers have the necessary licence for the vehicle</li> <li>Do not allow anyone to drive when tired, on medication or feeling unwell</li> <li>Ensure drivers are properly trained and selected according to purpose of journeys</li> </ul>	<p>CPC</p> <ul style="list-style-type: none"> <li>Drivers must complete the compulsory Vehicle Defect sheet and send a copy by email to the office. Report any serious vehicle defects immediately to Sarah Philbin or Muriel Parker</li> <li>Do not drive a defective vehicle</li> </ul>	M

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	Something with the potential to harm: hazards listed should be all those present before controls are in place.	Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.		<ul style="list-style-type: none"> <li>Ensure vehicles are fitted with approved first aid kits (drivers to inform office if refills are required) and fire extinguishers</li> <li>Take care when reversing</li> <li>Ensure vehicles checks are carried out.</li> <li>Never reverse on or onto a main road</li> <li>Ensure driver stays within the speed limit</li> <li>Ensure drivers and all passengers are wearing seat belts</li> </ul>	Ask site to help if reversing deemed to be unsafe – do not reverse in these circumstances if you cannot get help	
	<ul style="list-style-type: none"> <li>Transport of tools and materials in the vehicle-</li> </ul>	<ul style="list-style-type: none"> <li>Crashing leading to cuts, abrasions, broken bones, head and internal injuries</li> <li>Shock and cuts from moving tools</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensure all tools and materials are secured to avoid movement</li> <li>Where possible keep tools in fixed tool boxes</li> <li>Keep tools and materials in a separate compartment to passengers</li> </ul>		
	<ul style="list-style-type: none"> <li>Vehicle repair</li> </ul>	<ul style="list-style-type: none"> <li>Cuts and abrasions</li> <li>Crush injuries</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensure only trained mechanics with correct tools carry out vehicle repairs</li> </ul>	<ul style="list-style-type: none"> <li>Reinforce training</li> </ul>	L

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				<ul style="list-style-type: none"> <li>Maintain a regular servicing regime for all vehicles</li> <li>Drivers not to climb up vehicles</li> </ul>		
	<ul style="list-style-type: none"> <li>Eating, drinking and attending to radio or SatNav systems -</li> </ul>	<ul style="list-style-type: none"> <li>Crashing leading to cuts, abrasions, broken bones, head and internal injuries and shock</li> </ul>	M	<ul style="list-style-type: none"> <li>Avoid eating or drinking when driving</li> <li>Set SatNav destination prior to driving</li> <li>Adjust radio settings when stationary</li> </ul>	<ul style="list-style-type: none"> <li>Reinforce training</li> </ul>	L
	<ul style="list-style-type: none"> <li>Mobile phones -</li> </ul>	<ul style="list-style-type: none"> <li>Crashing leading to cuts, abrasions, broken bones, head and internal injuries and/ or shock</li> </ul>	L	<ul style="list-style-type: none"> <li>Switch off mobile phones when driving</li> <li>Drivers have hands free phones which should only be used when the vehicle is not being driven</li> </ul>		
	<ul style="list-style-type: none"> <li>Carrying Animals</li> </ul>	<ul style="list-style-type: none"> <li>Animals should be restrained in a purpose built cage</li> </ul>	L	<ul style="list-style-type: none"> <li>Animals are not permitted to be driven in company vehicles</li> </ul>		
Any further information: Policies will be reinforced regularly						



Managers should monitor and review the application of the specified controls

Prepared by: Muriel Parker	Date: 01.04.2025
Signature: Sarah Philbin MD	
	Date 01/04.2025
Notes by MD:	

<b>Risk Rating</b> Your evaluation of the potential impact and likelihood of harm occurring	<b>Action Required</b>
<b>High</b> For example, fatality possible to one or more individuals however infrequent major injury to few individuals occurring frequently likelihood of long term muscular-skeletal problems affecting significant numbers of staff.	Immediate action required
<b>Medium</b> For example, major injury to one/few individuals occurring infrequently likelihood of long term muscular-skeletal problems affecting some staff.	Requires attention as soon as possible
<b>Low</b> For example, minor injury occurring infrequently to few staff.	Not a priority, may need attention if not as low as reasonably practicable