

## Risk Assessment

### 1.0 Risk Assessment Details

1.1 Risk Assessment Number	0000000055
1.2 Risk Assessment Date	07/11/2024
1.3 Risk Review Date	07/11/2025
1.4 Risk Assessment Author	Amanda Watts
1.5 Project/Contract	Car Driving
1.6 Start Date	
1.7 Expected Job Duration	
1.8 Client Contact	
1.9 Description	Driving Company Cars
1.10 Site Address	

### 2.0 Signatures

	Name	Title	Signature	Date
Document Author	Amanda Watts			07/11/2024

#### Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct..

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

#### Main Contractor

### 3.0 Hazards and Control Procedures :

Pre-Control			Hazard: Driving At Work - Driver Considerations	Residual Risk		
P	S	RR	Risk of injury/ill-health whilst driving at work (Driver considerations)	P	S	RR
4	1	4	<b>Control Procedures</b>	1	1	1
			Authorised Drivers Only			
			Consider traffic conditions, weather, lighting, road surface, length of journey, rest stops etc.			
			Driver adheres to the regulations/rules required by the Road Traffic Act & The Highway Code			
			Drivers are not expected to take calls whilst driving - unless using suitable hands free equipment			
			Drivers aware of requirements relating to driving while under the influence of alcohol or drugs			

Pre-Control			Hazard: Driving Company Vehicles	Residual Risk		
P	S	RR	RTA, injury, injury to others	P	S	RR
4	1	4	<b>Control Procedures</b>	1	1	1
			A break of no less than 45 minutes must be taken after no more than 4.5 hours of driving. The break can be divided into two periods - the first at least 15 minutes long and the second at least 30 minutes long - taken over the 4.5 hours.			
			All vehicles used for company business are maintained and serviced on a regular basis.			
			Competent drivers with the appropriate licence and level of insurance cover used			
			Consider traffic conditions, weather, lighting, road surface, length of journey, rest stops etc			
			Correct vehicle type, kept road worthy c/w regular checks as to condition			
			Daily driving - Maximum of 9 hours, extendable to 10 hours no more than twice per week.			
			Drivers are not allowed to work whilst under the influence of alcohol or drugs and face severe disciplinary measures for breaches.			
			Drivers are not expected to take calls whilst driving - unless using suitable hands free equipment			
			Staff will adhere to speed limits at all times.			
			The company will hold a copy of each driver's license on file updated annually.			

Pre-Control			Hazard: Poor Vision	Residual Risk		
P	S	RR	Risk to other road users and self	P	S	RR
4	1	4	<b>Control Procedures</b>	1	1	1
			You must be able to read (with glasses or contact lenses, if necessary) a car number plate from 20 metres.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

### 4.0 Required PPE



First Aid Kit

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

**Print Name**

**Signed**

**Date**

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## Dynamic Risk Assessment

**Please note a copy of this Dynamic risk assessment must be returned to Head office complete with signatures.**  
 Tick items covered by the risk assessment, then list on the table below hazards and controls for the additional items involved on this job.

HAZARD	HAZARD	HAZARD	HAZARD	HAZARD	HAZARD	HAZARD
Access / Egress	Adverse Weather	Asbestos	Biological	Excavations	Exposure to Gas / Gases	Movement of Vehicles
Chemicals	Confined Space	Dusts / Particles	Electrical	Other Contractors	Limited Headroom	Moving Machinery
Lone Working	Fire	Fumes	Lighting	Flooding	Noise	Scaffold
Work at Height	Slips, Trips or Falls	Extreme Temperatures	Demolition Works	Work Near Water	Vibration	Wastes
Uneven Surfaces	Use of Ladders / Stepladders	Ventilation	Vermin / Weils Disease	Overhead Cables	Hidden Services	Manual Handling

### ADDITIONAL TASK(S) OR HAZARDS NOT COVERED BY THE ORIGINAL RISK ASSESSMENT

Dynamic Risk Assessment (to be completed if a new significant hazard is identified when commencing work on site)								
Additional Hazards identified	Injury risk identified eg cuts, burns etc	Control measure adopted	Likelihood (L)	Severity (S)	Risk ranking (LxS)	Proceed (Y/N)	Supervisor signature	Client signature

- 15 - 25 = High Risk - STOP - advise your supervisor that the risk is high and seek further advice.
- 8 - 12 = Medium Risk - CAUTION proceed but take extra precautions
- 1 - 6 = Low Risk - PROCEED with task maintaining controls