

Risk Assessment

1.0 Risk Assessment Details

1.1 Risk Assessment Number	0000000056
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	Van Driving
1.6 Start Date	
1.7 Expected Job Duration	
1.8 Client Contact	
1.9 Description	Driving Company Vans
1.10 Site Address	

2.0 Signatures

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

Data Protection Statement

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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: Poor Vision	Residual Risk		
P	S	RR		P	S	RR
			Risk to other road users and self			
4	3	12	Control Procedures	3	3	9
			You must be able to read (with glasses or contact lenses, if necessary) a car number plate from 20 metres.			

Pre-Control			Hazard: Insecure Loads	Residual Risk		
P	S	RR		P	S	RR
			Risk of injury from falling or moving loads			
4	2	8	Control Procedures	2	2	4
			All loads must be adequately secured by means of strapping, nets and hooks			

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	Control Procedures	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			
			Drivers receive adequate information, instruction & training for safely transporting clients			
			Eyesight			
			Hygiene procedures in place & followed			
			Keys are removed from unattended vehicles to prevent unauthorised use			
			No worker is allowed to work under the influence of alcohol or non-prescription drugs			
			Only licensed personnel with sufficient information, instruction & training can drive the vehicles.			
			Regular breaks to be taken when driving for long periods.			

Pre-Control			Hazard: Driving at Work - Journey Considerations	Residual Risk		
P	S	RR	Risk of injury/ill-health whilst driving at work (Journey considerations)	P	S	RR
4	1	4	Control Procedures	1	1	1
			Satellite navigation to be used as required			
			Weather conditions are considered, planned for and suitable clothing and equipment are provided.			
			Work shall be postponed if weather conditions endanger health or safety			

Pre-Control			Hazard: Driving Company Vehicles	Residual Risk		
P	S	RR	RTA, injury, injury to others	P	S	RR
4	1	4	Control Procedures	1	1	1
			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			
			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			
			Drivers will carry out vehicle checks prior to starting work including tyres pressures and damage, oil and water levels, headlights side lights and indicators, windscreen washers etc.			
			Staff will adhere to speed limits at all times.			
			The company will hold a copy of each driver's license on file updated annually.			
			The Company will hold a copy of each drivers license on file renewed annually.			

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

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