

Driving on company business RA 029

Consequence	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Likelihood					

- Unacceptable – Stop activity
- Adequate – Monitor for continual compliance
- Acceptable – No further action / monitor

Risk Assessment:	029 Driving on company business
Assessors Name:	Gabriela Balint
Signature:	<i>Balint</i>
Date:	January 2022
Review:	January 2023

Location:

Likelihood	1 = Very unlikely	2 = Unlikely	3 = Fairly likely	4 = Likely	5 = Very likely
Consequence	1 = Insignificant	2 = Minor	3 = Moderate	4 = Major	5 = Catastrophic

Hazard	Who can be harmed & how	Risk Rating			Control measures required	Residual Risk		
		L	C	R		L	C	R
Driving on company business	All personnel who drive on company business and others who may be affected / potential for serious injury / fatalities	3	5	15	All personnel who drive on company business must be in possession of a full UK driving licence covering the type of vehicle being driven. All personnel who drive on company business must abide by road traffic legislation, guidance issued in the highway code and company policies and procedures. Personnel must be familiar with the use and operation of all safety features on the vehicle i.e. seat belts, head restraints and lights. The use of any telephone or other similar is prohibited whilst driving, this includes waiting in traffic.	2	5	10
Vehicle in unroadworthy condition	All personnel who drive on company business and others who may be affected / potential for serious injury / fatalities	4	5	20	All personnel who drive on company business are responsible for ensuring that the vehicle they are using is maintained in a roadworthy condition at all times and to report any defects immediately to their line manager, this includes the requirement to undertake: <ul style="list-style-type: none"> Daily vehicle checks Ensuring any loads carried are within limits and do not obstruct vision Is covered for insurance purposes Has a valid MOT certificate in place Maintained in a clean condition Loaded correctly (even throughout) Not overloaded 	2	5	10

Driving on company business RA 029

Hazard	Who can be harmed & how	Risk Rating			Control measures in place	Residual Risk		
		L	C	R		L	C	R
Driving in adverse weather conditions	All personnel who drive on company business and others who may be affected / potential for serious injury / fatalities	4	5	20	All personnel who drive on company business must be sufficiently trained in safe driving techniques and are required to drive within limitations for the road conditions. If the driver feels that the conditions are unsafe, they must pull over in a safe location and wait until conditions improve.	2	5	10
Fatigue or under the influence of substances / health issues that may affect ability to drive safely	All personnel who drive on company business and others who may be affected / potential for serious injury / fatalities	4	5	20	All personnel who drive on company business must report the use of any medication / substance that may influence their ability to drive in a safe manner, where there is doubt, they must not attempt to drive and report to their line manager. Drivers are to be trained in the causes and effects of fatigue including working long hours, insufficient recovery periods, lack of sleep and personal problems. Driving under the influence of alcohol or illegal substances is strictly forbidden. The carrying of illegal substances is strictly forbidden.	2	5	10
Route planning / unfamiliar routes	All personnel who drive on company business and others who may be affected / potential for serious injury / fatalities	3	5	15	Training in the use of satellite navigation systems. Routes are planned in advance SFARP. For longer journeys, drivers are advised to use main roads with facilities for rest breaks and bathroom facilities. For some journeys, it is advised to use public transport.	1	5	5
Ill health / injury	All personnel who drive on company business and others who may be affected / potential for serious injury / fatalities	3	5	15	All personnel who drive on company business are required to report any incidence of ill health that may affect their ability to drive in a safe manner, this includes deterioration of eye sight, long term illness, recovery from long term illness and ability to drive impaired by physical injury or mental health issues.	1	5	5