

PRO-ALIGN

Circulation: Management, Aftersales, Stores Departments

Assessment of: **Driving Company Vehicles**

Assessor(s): S Wickham (Executive Edge), Carl M Potter, Colin Avis

Likelihood

Certain	High	High	Very High	Very High
Highly probably	Moderate	High	Very High	Very High
Likely	Moderate	Moderate	High	High
Unlikely	Low	Low	Low	Low
<u>Severity</u>	Minor injury	Lost time injury	Serious Injury	Death

Risk Rating

Very High	Unacceptable risk	Immediate action must be taken to reduce risk
High	Unacceptable risk	Action must be taken to reduce risk (0-3 months)
Moderate	Unacceptable risk	Action must be taken to reduce risk (0-6months)
Low	Acceptable risk	No action necessary

Description of activity:

Driving to various sites for meetings, demonstrations, installation, service, and training

Vehicles include cars and vans.

Comments:

Driver handbook/policy in place.

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Identified Hazards

Hazard Reference	Hazard Identified	Persons affected	Current control measures
#RA-05-01.1	Road Traffic Accident	Driver Occupants Members of the public (Motorist and pedestrians)	Vehicles are maintained on a regular basis and have scheduled services and MOT. Daily visual checks by drivers on tyres, mirrors, lights etc. Fully licensed and trained drivers. Drive according to the Road Traffic Act/Highway Code. Drivers drive with due care and attention and adapt driving manner to suit weather and road conditions. Drivers do not drink and drive.
#RA-05-01.2	Fatigue	Driver	Journey schedules planned in advance. Business targets are kept to a reasonable and realistic level. Call plan is monitored by head office by way of weekly reports and regular meetings are held between salesmen and head office. Regular rest breaks are taken throughout the day. Overnight accommodation is sought where necessary. Installation bookings are scheduled appropriately.
#RA-05-01.3	Mobile Phone	Driver Occupants Members of the public (Motorist and pedestrians)	Company has a written policy on the use of mobile phones when driving. Drivers obey the Road Traffic Act/Highway code. Cradles/hands free kits are provided. Drivers are instructed to pull over in a safe place before using hand held phones. Texting while driving is prohibited.
#RA-05-01.4	Poor posture	Driver Occupants	Seats are as specified by the supplier/manufacture. Seats are adjustable. Driver/passenger adapts seats to suitable position. Regular rest breaks are taken throughout the day.

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Hazard Reference	Hazard Identified	Persons affected	Current control measures
#RA-05-01.5	Being struck by tools/materials in the vehicle	Driver Occupants	Equipment is secured using ropes/bungee. Smaller equipment is stored in foot wells/boot of car. Vans have specific storage racking and clips for tools and materials. Storage area of van is separated from seating area by a bulkhead.
#RA-05-01.6	Fire / Explosion	Driver Occupants Other Motorist Pedestrians Emergency Service Personnel	No current control measures.
#RA-05-01.7	Spillage of dangerous substances	Driver Occupants Environment	No current control measures.
#RA-05-01.8	Fumes from substances	Driver Occupants	No current control measures.
#RA-05-01.9	Lone working	Engineer	Mobile phone is provided which can be used in an emergency.

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Risk Rating

Hazard Reference	Likelihood	Severity	Risk Rating	Action Required to Reduce Risk?
#RA-05-01.1	Unlikely	Death	Low	No
#RA-05-01.2	Unlikely	Death	Low	No
#RA-05-01.3	Unlikely	Death	Low	No
#RA-05-01.4	Unlikely	Lost time injury	Low	No
#RA-05-01.5	Unlikely	Serious Injury	Low	No
#RA-05-01.6	Likely	Serious Injury/Death	High	Yes
#RA-05-01.7	Likely	Serious injury/Death	High	Yes
#RA-05-01.8	Likely	Serious Injury/Death	High	Yes
#RA-05-01.9	Unlikely	Serious Injury	Low	Yes - recommendation

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Remedial Actions

Hazard Reference	Action Required	Target Date	Date Completed	Signature:
#RA-05-01.1 -1. 5	Review company driving/vehicle policy and ensure all hazards identified have been addressed. Provide training and instruction to drivers when policy has been reviewed.	0 – 6 months August 05		
#RA-05-01.6 – 1.8	Obtain copies of the material safety data sheet for all substances used. Complete COSHH assessments on all substances stored/transported in vehicles. Implement appropriate control measures. Introduce an approved substance list. Provide training and instruction to drivers on storage/transport/disposal of the substances. Include a section in the company driving/vehicle policy on carrying/storage of substances. Provide fire extinguishers for each vehicle and ensure regular service is carried out on it. Provide a spill kit for use on spillages.	0-3 months May 05		
#RA-05-01.9	Provide training and instruction on what engineers are to do if they are confronted with violence, assault or theft. Include a section on lone working within the company driving/vehicle policy.	Recommendation		