

RISK ASSESSMENT

DESCRIPTION OF TASK/ ACTIVITY	Driving of Vehicles	DEPARTMENT	Fleet Management
LOCATION	Workshop, Dalgrain Depot	REFERENCE NO	FDRA - 002

PERSONS IDENTIFIED AT RISK (Direct and Indirect) Consider those especially vulnerable (young/ inexperienced workers, members of the public, school pupils, the elderly, residents and contractors)	Employees, members of the public
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HAZARDS IDENTIFIED		CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating (1 – 4) LOW	Risk Rating (5 – 9) MED	Risk Rating (10 - 25) HIGH
1	Minor/Major injury resulting from entering & exiting the vehicle	<ul style="list-style-type: none"> Employees must not attempt to enter or exit the vehicle while in motion. When entering or exiting high level vehicles 3 points of contact must be maintained. Employees must be aware of traffic around the vehicle before entering or exiting a vehicle. General awareness of site for uneven surfaces, potholes and slippery surfaces. Upon leaving the vehicle driver must switch off ignition and remove keys. Drivers/passengers should not jump out of cab/vehicle. Correct PPE must be worn at all times i.e. reflective overalls, jacket, safety boots. 	3	1	3		
2	Minor/Major injury resulting from loss of control of vehicle	<ul style="list-style-type: none"> Employees must be suitably trained and have correct licence for vehicle being driven. All vehicles will be correctly serviced & maintained in line with manufacturers recommendations. A competent first use vehicle check must be carried out prior to using vehicle. Any faults found must be reported immediately to line manager and fleet workshop. Vehicle must not be used until all defects are rectified. Drivers must observe all speed limits Employees must drive to the road conditions i.e. winter, wet, muddy conditions. Drivers must only operate vehicles in line with the Highway Code. Seatbelts must be worn at all times. Mobile phone use is prohibited while driving vehicles. 	4	2		8	

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3	Minor/Major injury resulting from parking of vehicle to <ul style="list-style-type: none"> • Driver • Passenger • Pedestrians 	<ul style="list-style-type: none"> • Employees must only park in suitable locations taking into account vehicle security, pedestrian safety, highway code. • Drivers must ensure that any space identified is suitably sized to fit the vehicle being driven. • When reversing drivers must make use of all fitted reversing aids and where possible trained banksman. • Drivers must ensure that banksman used is visible at all time and stop if driver loses sight of banksman. • If banksman is not available then mirrors and visual checks of area should be used. • Passengers must remain seated at all times and only ride in designed area of the vehicle. • Passengers must wear seatbelts at all times. 	3	1	3		
4	Minor/Major injury resulting from poor loading	<ul style="list-style-type: none"> • Loose items must not be stored in the cab area of vehicles. • All equipment stored in the boot or load area of vehicles must be suitably secured using correctly rated devices such as ratchet straps, racking etc. • Drivers must be aware that loads can shift during transport and take care when opening doors. • When loading items into the vehicle correct manual handling procedures must be observed. 	3	1	3		
5	Minor/Major injury resulting from towing trailers	<ul style="list-style-type: none"> • Only trained personnel permitted to carry out towing of trailers. • Employees must have suitable licence for trailer being towed. • First use inspection of trailer must be carried out and all defects report to line manager and vehicle not used until faults rectified. • Drivers must ensure that vehicles manufacturers train weights are not exceeded. • Drivers must not exceed permitted load for trailer being used. • When maneuvering trailers drivers must make use of all aids, mirrors, banksman if present. 	3	1	3		



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ADDITIONAL CONTROL MEASURES REQUIRED	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating (1 – 4) LOW	Risk Rating (5 – 9) MED	Risk Rating (10 - 25) HIGH	Action By	Date Implemented
1							

NAME OF ASSESSOR	Mark Cox	ASSESSMENT DATE	27 th February 2023
NAME OF MANAGER	Mark Cox	REVIEW DATE	27 th February 2023

Risk Assessment Explanatory Notes

A risk assessment is a careful examination of tasks and activities in the workplace which can cause harm. Managers need to ensure Risk Assessments are carried out for all activities where workplace hazards could affect the health and safety of employees, service users, pupils, volunteers, contractors or members of the public. Risk Assessments should also consider possible damage to property or the environment.

To complete the risk assessment you should understand the following definitions:

Hazard: something with the potential to cause harm or damage to someone or something

Harm: injury, ill health, psychological harm, industrial disease, death, loss or damage.

Risk: the chance or likelihood that a particular hazard could cause harm.

The person carrying out the risk assessment should first identify the hazards arising from the task or activity and the control measures already in place. The risk rating can be calculated using the risk matrix below and appropriate action taken.

HOW TO CALCULATE THE RISK RATING: MULTIPLY the LIKELIHOOD by the SEVERITY e.g. Possible (3) X Significant (3) = Risk Rating of (9) = <u>MEDIUM RISK</u>		Critical / Fatal (5)	Severe (4)	Significant (3)	Marginal (2)	Negligible (1)	Severity
Likelihood Index	Highly Probable (5)	25	20	15	10	5	
	Probable (4)	20	16	12	8	4	
	Possible (3)	15	12	9	6	3	
	Unlikely (2)	10	8	6	4	2	
	Very Unlikely (1)	5	4	3	2	1	
HIGH RISK (10-25)	High level of risk. The Health, Safety & Wellbeing team must be consulted prior to the completion of this risk assessment.						
MEDIUM RISK (5-9)	Acceptable level of risk but only if subject to regular active monitoring. Action plan required to reduce risk to as low a level as reasonably practicable.						
LOW RISK (1-4)	Acceptable level of risk subject to regular passive monitoring.						

Likelihood Index		Severity Index	
Very unlikely	Activities well managed and all reasonable precautions taken. Exposure to the hazard could only occur under exceptional situations.	Negligible	Minor injury not affecting a person's ability to perform their normal range of activities.
Unlikely	Activities generally well managed. Exposure to the hazard limited to occasional lapses in following control measures.	Marginal	Injury or illness preventing a person from performing their normal range of activities for up to seven days.
Possible	Exposure to the hazard is unlikely under normal conditions but may occur in non-routine situations.	Significant	Injury or illness preventing a person from performing their normal range of activities for more than seven days.
Probable	Insufficient or substandard controls in place. Exposure to the hazard through the action/inaction of individuals may be possible but more likely due to inadequate controls.	Severe	Injury or illness specified in RIDDOR. OR Activity or its impacts lead to breach of a regulatory or other duty.
Highly Probable	Under current conditions exposure to hazards is almost certain.	Critical/ Fatal	Death or permanent disability to an individual.