

RISK ASSESSMENT – DRIVING FOR WORK (INCLUDING COVID-19)

Subject of Assessment	DRIVING FOR WORK - ALL VEHICLES	RA No.	2
Task/Activity	DELIVERY DRIVERS		
Assessor	MATTHEW BENNETT	Location of Assessment	PUBLIC HIGHWAY AND VARIED PREMISES
Authorised	NEIL GARVIN	Date	19/8/2020

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

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Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	R R	Adequately controlled?
	Incompetent Drivers	Employees, Public	<ul style="list-style-type: none"> • Induction training for all new employees • All vehicles are insured • Correct licence held by driver for type of vehicle being used • Driving licenses checked externally (DriverCheck) • Previous employment history checked prior to driver starting • Licences checked every 12 months (6 months where driver has 6 or more points) • HR notified if driver accrues 12 points; if the driver has 12 points they are not allowed to drive our vehicles • Vehicle checklist completed before vehicle goes out • Employee to inform management of changes to driving licence due to medical conditions • Drivers receive specific training in vehicle type to be used • Mobile phones should not be used whilst driving. Hands-free may be used if it set up before the journey starts. • Drivers are to wear seatbelts and observe the highways code 	L	H	M	Yes

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	Distracted/ fatigued Driver	Employees, Public	<ul style="list-style-type: none"> Alcohol, drugs and substance misuse strategy in place <ul style="list-style-type: none"> Drivers are not to drive whilst under the influence of alcohol or drugs. Drivers are not to drive if they are ill, tired or if they are taking medication that impairs their ability to drive. Drivers are not to eat, drink or smoke whilst driving Drivers must wear seat belts and observe the highway code Routes planned to take account of required regular breaks Drivers instructed to take breaks where journeys disrupted by traffic problems 	M	H	M	Yes
	Unsafe vehicle	Employees, Public	<ul style="list-style-type: none"> Vehicle subject to servicing in accordance with manufacturer's requirements 2 stage vehicle check 1] valeters undertake assessment of vehicle upon return 2] drivers undertake a check before delivery Vehicles submitted for MOT as necessary Type replacement policy is minimum 2mm tread depth required over 75% surface area. Fleet is regularly serviced 	L	H	M	Yes

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	Route and duration of journey	Employees, Public	<ul style="list-style-type: none"> Vehicles are despatched from depot nearest to customer Traffic reports referred to before departure Journey time calculated to include allowances for speed limits of roads, weather conditions and possible hold ups All vehicles fitted with satellite navigation devices that are updated daily. All drivers are trained in the correct and safe use of the navigation systems and programming of the SATNAV is strictly prohibited whilst in transit Route planning and reduced stopping where practicable 	L	M	L	Yes
	Extreme Weather	Employees, Public	<ul style="list-style-type: none"> Weather reports are checked before making the journey Vehicle pre-prepared for winter driving with appropriate equipment Journeys are planned Advice from the Highways Agency is followed, necessary journeys only. 	L	M	M	Yes
	Theft/Damage/ Assault	Employees, Public	<ul style="list-style-type: none"> Most vehicles fitted with tracking devices Journeys planned to prevent or reduce the need to sleep overnight in vehicles where possible Parking only undertaken in secured and well-lit areas All drivers provided with emergency contact details Vehicles to be locked at all times when left unattended and during journeys. No lifts or unauthorised person on board at any time Driver will keep the vehicle keys on his/her person at all times 	L	M	M	Yes

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	Infection with Covid-19	Employees, Adjacent Employees, Public	<ul style="list-style-type: none"> • Vehicles will be fully disinfected before being handed over to drivers. • Keys will be disinfected before being handed over to drivers. • Keys must be collected and dropped off from a dedicated station • Disinfectant spray & blue roll will be provided to drivers where available. • COVID-19 posters etc. provided to all employees with regards to increased hygiene and requirements • Hand Sanitiser will be provided to drivers where available • PPE (Gloves) will be provided to drivers where available and appropriate. These should be worn when collecting and dropping off a vehicle. • Face coverings will be provided to drivers along with guidance on their use: <ul style="list-style-type: none"> - Hands should be sanitised before putting it on and taking it off - Used face covering should be stored in a plastic bag (which will be provided to drivers) and washed at the earliest opportunity - The front of the face covering should not be touched or any part of the face covering that has been in contact with the mouth or nose. - Once the face covering has been removed and surfaces that it may have touched should be cleaned. - Drivers should wear face coverings when meeting clients to pick up and drop off vehicles • Drivers should phone the client first and agree a safe collection point for the keys. 	L	H	M	Yes

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	Slips and trips	Staff may suffer injuries such as fractures or bruising if they slip on spillages or trip over objects.	<ul style="list-style-type: none"> Drivers wear strong, comfortable footwear with a good grip Good housekeeping in valeting areas and collection points 	M	H	M	Yes
	Manual handling, lifting and moving heavy objects or objects that are difficult to grasp	Staff risk injuries or back pain from handling heavy or awkward objects.	<ul style="list-style-type: none"> Drivers trained in safe manual handling technique Manual handling training to be completed by all. 	L	M	M	Yes