

RISK ASSESSMENT FORM

Department:		Section:		Location:	
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Activity/Process	Location of Activity/Process	Number of persons at risk	1	2- 5	6-10	10 +
		Employees				
		Others				

Hazards involved with Activity/Process	Existing Safety Measures/Controls	Score See Table Below	Additional controls required	Responsibility (Name)	Signature on Completion
The Journey Driver Fatigue	1. Keep travelling distance to a minimum 2. Plan journey to include breaks 3. Do not drive when tired 4. If tired stop in a safe place and rest or sleep 5. Plan journeys in daylight where possible	X =			
				Target Date	Completion Date
				New Score	X =
Speed	1. Keep to statutory speed limits 2. Allocate enough time for your journey 3. Drive at a speed that you can stop 4. Drive at appropriate speed for road conditions	X =			
				Target Date	Completion Date
				New Score	X =
Adverse Weather	1. Drive at appropriate speed for road conditions 2. Drivers not to complete journeys unless essential	X =			
				Target Date	Completion Date
				New Score	X =
Traffic Conditions	1. Select routes to avoid peak traffic	X =			
				Target Date	Completion Date
				New Score	X =
Mobile Phones	1. Hand held or hand free phones are not to be used by the driver. See Mobile phone policy	X =	1. Drug and alcohol policy to be adopted including random testing.		
				Target Date	Completion Date
				New Score	X =

Risk Rating Model	1 Trivial injury	2 Slight injury	3 Serious injury	4 Major injury or death
1 Most unlikely	1 Minimal	2 Minimal	3 Low	4 Low
2 Unlikely	2 Minimal	4 Low	6 Medium	8 Medium
3 Likely	3 Low	6 Medium	9 High	12 High
4 Most likely	4 Low	8 Medium	12 High	16 High

Rating Band	Action
1 – 2 = Minimal Risk	Maintain Control Measures
3 – 4 = Low Risk	Review Control Measures
6 – 8 = Medium Risk	Improve Control Measures
9 – 12 – 16 = High Risk	Improve Control Measures immediately / Consider stopping work

Date	Assessor	Signature	Managers Name & Signature	Date
Comments:				
Assessment review date: (1 year from last review date unless process changes or other wise stated)				

Review Date	Assessor	Signature	Date	Remarks

Additional Remarks:

Hazards involved with Activity/Process	Existing Safety Measures/Controls	Score See Table Below	Additional controls required	Responsibility (Name)	Signature on Completion
Under the influence of alcohol, recreational or prescribed drugs	1. Drivers are not to drive whilst under the influence of drugs or alcohol 2. All medicine instructions should be read and warnings taken note of 3. Dosage not to be exceeded 4. Take doctor advise if adverse side affects are noticed 5. Keep manager/supervisor informed	X =			
				Target Date	Completion Date
				New Score	X =
Smoking / Food	1. Abide by Council's smoking policy 2. Food should not be consumed whilst driving	X =			
				Target Date	Completion Date
				New Score	X =
Vehicle Condition Council Vehicles	1. Vehicle checked prior to use and findings recorded 2. Vehicles maintained in accordance to manufactures and statutory requirements 3. Driver given appropriate familiarisation training on the vehicle 4. Driver to hold relevant driving licence 5. Defects recorded and actioned in a timely manner 6. New vehicles are considered for safety and comfort prior to purchase 7. Drivers aware of current relevant Council policies regarding driving at work	X =			
				Target Date	Completion Date
				New Score	X =
Lease / Private	1. Driver competent in the vehicle in use 2. Vehicle checked at regular intervals 3. Vehicles maintained in accordance to statutory requirements 4. Vehicle insured for business use 5. Valid MOT certificate if required 6. Drivers aware of current relevant Council policies regarding driving at work	X =			
				Target Date	Completion Date
				New Score	X =
Is the journey necessary?	1. Consider using alternative transport	X =			
				Target Date	Completion Date
				New Score	X =

Continuation sheet

Hazards involved with Activity/Process	Existing Safety Measures/Controls	Score See Table Below	Additional controls required	Responsibility (Name)	Signature on Completion
Poor driver attitude		X =	Consider defensive driving techniques		
				Target Date	Completion Date
				New Score	X =
Route: • Unfamiliar • Over familiar	1. Plan route before journey 2. Vary Route	X =			
				Target Date	Completion Date
				New Score	X =
Loads	1. Ensure vehicle is suitable for weight of items and that items are stowed in the boot/hatch/load area and where possible secured to vehicle.	X =			
				Target Date	Completion Date
				New Score	X =
				Target Date	Completion Date
				New Score	X =
				Target Date	Completion Date
				New Score	X =
				Target Date	Completion Date
				New Score	X =