

## Risk Assessment

Title	General Occupational Driving	Date Of Assessment	Mon 11 July 2022
Site	Academic Families	Location	111 Swanston Rd
Risk Assessor	Lorna Clayton	Assisted By	Sophie Clayton
Non-Employees Involved	-	People At Risk	Members of the Public, Service Users, Employees
Review Date	Mon 10 July 2023	Reviewer	Lorna Clayton

## Hazards

### Hazard

#### Poor weather conditions

### Risk Of Harm

Collisions leading to possible minor and major injuries and possible fatality.

### Existing Control Measures

Forward journey planning adopted.

Utilisation of weather reports from media.

Adequate time allowed for journeys taking into account weather conditions.

Journey suspended or rescheduled under severe weather conditions in extremes of weather.

### Hazard

#### Vehicle breakdown

### Risk Of Harm

Driver and passengers stranded roadside - exposed to weather and moving traffic.

### Existing Control Measures

Staff use their own vehicles and confirm they are subject to regular service contracts and are fit to be driven.

Drivers will perform a POWDER (Petrol, Oil, Water, Damage, Electrics, Rubber) check prior to driving their vehicle on company business.

Driver will contact roadside assistance to ensure vehicle is removed from the carriageway as soon as possible.

Driver and passengers will wait in the safest place possible.

Warning triangle to be erected if safe to do so.

High visibility clothing is recommended to be worn by driver and passengers if leaving the vehicle.  
Management team to be advised asap so alternative transport can be arranged for passengers if required.

Hazard

Tiredness

Risk Of Harm

Lapse of concentration and possible collision.

Existing Control Measures

Drivers advised to take regular breaks from driving, as advised in the Highway Code (Rules for the Road).  
Pre journey planning and use phone maps directions.  
Overnight accommodation provided where journey distance and time on task make an excessively long working day.

Hazard

Impaired driving

Risk Of Harm

Inattention leading to possible minor and major injuries and possible fatality.

Existing Control Measures

Drivers will notify Management team of any medical condition that could impair their ability to drive.  
Drivers are subject to all current Road Traffic Act (RTA) requirements.  
Driving under the influence of alcohol or drugs is not allowed.  
Pre journey planning and use phone maps directions.  
Mobiles not to be used while driving.

Hazard

Incorrect loading of vehicle

Risk Of Harm

Sprains or strains due to poor handling of luggage and unsecured loads not in the boot could contribute to an accident.

Existing Control Measures

Drivers to use correct manual handling techniques for loading or unloading vehicles.  
All luggage will be placed in the boot of the vehicle during transit where possible. Luggage travelling in the passenger cabin to be fastened securely.

Hazard

Passenger restraints

Risk Of Harm

Passenger injury during a collision.

Existing Control Measures

Passengers must wear seatbelts in accordance with legal requirements.  
Approved child booster seats and restraints must be height appropriate and securely fitted when transporting passengers less than 12 years old or 135cm tall.

Hazard  
Risk Of Harm  
Existing Control  
Measures

**Speeding**  
Injury to passengers if collision occurs.  
All drivers are subject to the Road Traffic Act (RTA) and are responsible for observing all applicable speed limits in place.

Hazard  
Risk Of Harm  
Existing Control  
Measures

**Vehicle security**  
Vehicle or contents stolen.  
Drivers use their own vehicle and are familiar with the security controls and locking mechanisms.  
Where possible, park vehicles in secure car parks or well-lit areas.  
Do not leave valuables and property in sight when the vehicle is left unattended.  
Do not leave the vehicle keys within sight when vehicles are parked.

Hazard  
Risk Of Harm  
Existing Control  
Measures

**Licences**  
Inexperienced drivers are more susceptible to accident.  
Drivers will maintain their cars to a road worthy condition.  
Drivers should be over 21 years old and have held a full licence for a minimum of 12 months before driving clients.  
Drivers will provide the DVLA licence code for annual checks. However, they are still required to notify Academic Families Ltd of any impediments to their license.  
Drivers should not have any convictions for alcohol or drug related offences.  
Drivers will confirm they are insured for occasional business use.

Hazard  
Risk Of Harm  
Existing Control  
Measures

**Driving abroad**  
Increased risk of incident due to unfamiliarity with local requirements.  
Where possible, avoid driving and use local taxis or drivers.  
If driving, check local legal requirements before driving - [www.theaa.com](http://www.theaa.com) and [www.gov.uk/driving-abroad](http://www.gov.uk/driving-abroad) have useful guidance.  
Pre journey planning and use phone local maps directions.

### Past Reviews

#### Review Date

Thu 15 Oct 2020

Mon 12 July 2021

#### Reviewer

Lorna Clayton

Lorna Clayton

#### Comments

Initial assessment

No change since initial assessment