

Risk Assessment Example

Service:	Chief Executive					Risk Assessment	Date 06/06/08
Process/Activity:	CE Staff driving						
Location:	Various throughout Aberdeenshire						
Describe Activity:	CE Staff driving to meetings, one to one visits, other council premises. Staff might be individuals or a group						
Hazard	Person/s Affected	Hazard Effect	LOW	MED	HIGH	Control Measures	Procedures Ref No.
Competence Driver competence	Line Manager Driver	Litigation				<ul style="list-style-type: none"> • All drivers are required by the Road Traffic Act to hold a current driving licence. • Driving licences are inspected by Line managers on staff induction and regularly there after. • All staff have access to the BSM CD/DVD on driving theory available from the H&S Unit /ARCADIA • Employees using specialised vehicular equipment must be inducted/ instructed/trained before operating the equipment 	
Insurance Council vehicles Private vehicles	Line Manager Driver	Litigation				<ul style="list-style-type: none"> • All activities organised under Aberdeenshire Council will be insured/covered for legal liability by the council insurers for Public/Employers liability. • Staff, who use their private vehicles must have business use insurance cover. Drivers declare they have suitable insurance when they sign the mileage claim sheet. • Staff using their private vehicle to transport colleagues to other sites/ training/meetings, must have informed their insurer of this business use. 	

Driving at Work Table

Maintenance Council vehicles Private vehicles	Line Manager Driver	Litigation Injury			<ul style="list-style-type: none"> • All council owned vehicles are maintained by Aberdeenshire Council T&I Fleet or an identified private contractor. • All private vehicles must be maintained by their owner. When the vehicle owner signs the mileage form they declare that their vehicle is road worthy. • Line managers will spot check private vehicle maintenance records where there is reason for concern, for example MOT. 	
Weather Snow Ice Flood Sun	Line Manager Driver	Litigation Injury			<ul style="list-style-type: none"> • Aberdeenshire Council Policy provides for staff to have one paid day official snow leave each severe weather period at the discretion of the Line Manager. • Where staff consider the journey too hazardous they should contact their line manager and explain the situation. The manager may authorise staff to stay at home, work at home or work from nearby Aberdeenshire premises. • Staff should be aware of weather conditions and not place themselves in danger (HSWA Reg 7(a)). 	
Load Safe working loads (SWL) Securing the load Manual handling Trailers	Line Manager Driver	Litigation Injury			<ul style="list-style-type: none"> • All drivers are responsible for the loading of their vehicle and should be competent/trained/instructed to undertake this task. • No material should be loaded "loose" in a vehicle. Items should be secured or placed in a secure area where they will not form a hazard in an emergency. • Staff ,when required to load/unload heavy equipment, should seek information/manual handling training through their Line Manager. • Staff who use trailers need to be aware of the safe working load of the vehicle and the trailer. Drivers are required to be licensed or have "grandfather rights" to operate a trailer. • High value equipment should be stored in a secure area such as a locked boot. 	

Driving at Work Table

Public Children Clients Colleagues	Line Manager Driver	Litigation Injury			<ul style="list-style-type: none"> • Where staff transport members of the public/colleagues, they must ensure they have suitable insurance cover (business use), if using their private vehicle. • Staff must ensure they have the correct seating and securing locations for child, car seats, booster seats. • Where concerns are expressed re a client behaviour a "Client Support Plan" should be consulted/sought. 	
Journey Fatigue Drive time Breaks Route	Line Manager Driver	Litigation Injury			<ul style="list-style-type: none"> • Line managers and employees should take into account staff travelling times, for example tight meeting schedules can lead to frustration/accidents. • Line managers and employees will take into account staff working time and fatigue risk and provide time/support, for suitable breaks/overnight or accommodation. • The Highway Code suggests a driver should take a 15 minute break in every two hours driving. • LGV/HGV, staff legally have to take set rest periods • Drivers are expected to be competent and chose the most suitable direct route for the activity. 	
Medication/Health Medicine Eye sight Medical conditions affecting driving	Line Manager Driver	Litigation Injury			<ul style="list-style-type: none"> • Staff should be aware of the risk of medication and, where a hazard is identified by their GP, staff should inform their Line Manager of the situation. • Staff must inform their Line Manager where they are aware of a medical condition which may impede their driving ability. • Employees are reminded that they should regularly have their eyes tested (20.5mt reading distance). 	

Driving at Work Table

Communication Mobile Phones Sat Navigation	Line Manager Driver	Litigation Injury				<ul style="list-style-type: none"> • Mobile phones must not be used when driving, unless hands free and a Line Manager agrees to their use. • Sat Navigation should not be adjusted whilst driving (See Driving policy) 	

Completed By _____ Approved By _____ Review Date _____

Risk Assessment Variation Sheet			
Date of Activity	Name of Individual Undertaking Activity	Location of Activity	Variation