

Record of General Risk Assessment Driving at Work

Name of Assessor(s): Posts Held:	A Manager	Date of Original Assessment:	20th September 2013
Manager Responsible:	A.N. Other		
Department:	Health and Safety Service		
Subject of Assessment: Consider Task or Environment.			
<p>Driving for Work - This assessment is considered appropriate for short business journeys (less than 200 miles or 4 hours driving) undertaken as part of the normal working day. A further formal assessment will be required if the planned journey has hazards outside of that considered by this assessment. The implementation of the risk controls and recommendations made as a result of this assessment are sufficient to reduce the risks associated with driving on NHSL business to as low as reasonably practicable.</p>			
Step 1: What are the Hazards?			
<ol style="list-style-type: none"> 1. Condition of Vehicle 2. Adverse Weather 3. Traffic Conditions 4. Journey Time / Distance 5. Route Planning 6. Tiredness / Fatigue 			
Step 2: Who might be harmed and how?			
<ol style="list-style-type: none"> 1. Driver - A fault developing with the vehicle leading to a breakdown or interruption to the journey 2. Adverse weather can result in poor driving conditions. 3. Delays may result in frustration for the driver 4. Continuous driving over long periods / distances can impact upon a drivers level of concentration leading to a greater risk of an accident 5. Drivers distracted by unfamiliar road systems / or become lost 6. Tiredness and fatigue can have a detrimental effect upon driving performance. 			
Step 3: What are you already doing? (Existing Precautions)			
<ol style="list-style-type: none"> 1.staff who choose to use their own private vehicle on NHSL business have a responsibility to ensure that the vehicle is in a roadworthy condition and suitably insured for business purposes. staff carry out basic safety checks on the vehicle before commencing a journey. 2.staff make themselves aware of any adverse weather conditions that may impact upon their journey and allow additional time as part of their plans.staff should feel confident in making a decision not to travel if driving conditions are considered hazardous 3.staff should make use of local and regional traffic reports in order to avoid any unnecessary delays in their journey. 4. The controls established by this assessment are considered appropriate for short business journeys based upon an expectation of driving no more than 200 miles and or 4 hours in any working day. Journey times and or distances in excess of this will require further control measures including additional rest periods to mitigate the effects of fatigue / tiredness 5. staff will pre-plan their route, taking into consideration the class of roads being used, likely traffic congestion and any major road-works / closures. Route planning is available via motoring organization websites. Up to date traffic reports are broadcast on national and local radio stations. Health and safety staff are advised to have available an up to date road map covering the area of their journey. Satellite navigation systems can also be used but these should be programmed before commencing driving to avoid any unnecessary distraction for the driver. 6.staff should take adequate rest breaks during their journey ~ recommendation is to take at least 15 minutes every 2 hours of continuous driving. This break should preferably be taken outside of the vehicle. 7. OHS Pre employment Statement of Medical History completed. During employment Annual Drivers Driving Licence Declaration document completed which includes the current health status, any concerns found then referral to the OHS would be agreed. 			

Level of Risk

Current risk level

Yellow

See accompanying guidance: [Health and Safety](#) (RIGHT CLICK TO OPEN LINK)

NHS Lothian Health & Safety Risk Assessment
May 2011

Step 4: Action Plan			
What further action is necessary?	Action By Whom	Action by when (dd/mm/yy)	Action completed. (dd/mm/yy)
Manager to monitor compliance with NHS Driving at Work Policy which includes licence, insurance MOT and where required vehicle checks.			

Step 5: Review Table			
Date (dd/mm/yy)	Reviewer	Reasons for review	Approved/Not Approved by (dd/mm/yy)
24/07/15	A.N. Other	Driving Risk Profile changes: new members of staff in post	A.N. Other 24/07/15

EXAMPLE