

# Driving at work

Reference Number: RA10

Date of Risk Assessment: 01/07/2018

Risk Assessment completed by: Adam Walters

Activity	What are the hazards?	Who might be affected?	Risk Level			Control Measures	Risk Level		
			Severity	Likelihood	Risk Level		Severity	Likelihood	Risk Level
Driving vehicles	<ul style="list-style-type: none"> <li>Lifting heavy objects into vehicles</li> <li>Driver fatigue</li> <li>Unfamiliarity with vehicle</li> <li>Lone working</li> <li>Condition of vehicle</li> <li>Vehicle collisions</li> <li>Towing a trailer</li> <li>Poor driving conditions</li> </ul>	Staff/public	3	2	3	<ul style="list-style-type: none"> <li>All drivers to hold a full, valid driving license and be licensed to the correct level</li> <li>Driver to adjust car seat/wheel/mirrors to suit them before each journey</li> <li>Drivers to do basic daily checks on vehicles before each journey</li> <li>Drivers to carry a mobile phone at all times</li> <li>Cars fitted with dashboard cameras</li> <li>Use assistance when necessary</li> <li>Drivers to take breaks if they become tired while driving</li> <li>Vehicles to be serviced when required</li> <li>Any faults to be reported and dealt with quickly</li> </ul>	3	1	3
Fueling vehicles	<ul style="list-style-type: none"> <li>Fuel spillages</li> <li>Fire</li> </ul>	Staff/public	3	2	3	<ul style="list-style-type: none"> <li>Spillages to be cleared up as soon as possible</li> <li>Only refuel at designated fueling stations</li> </ul>	3	1	3

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