

RISK ASSESSMENT

RA010 Driving Standards – including seatbelts, speed, distraction & adverse weather conditions



ABI Equipment Ltd	Creation Date: 28/09/2012
Driving Standards	Any journey made on company business

Main Hazards are:	
Tiredness or fatigue	Using in Vehicle technology
Driver not fit to drive	Driver distraction
Vehicle un-roadworthy	Other road users
Mechanical breakdown	Road & weather conditions
Vulnerable road users	
Persons / Property affected	
All employees	General public
Drivers of company vehicles	Employees using their own vehicle for company business

Assessment of Risk:	Severity	5	X	Likelihood	4	= Risk	20
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Control Measures already in Place	PPE Required
1. Each company driver should complete the daily van checks and complete the daily van check sheet, for each vehicle they drive, before the first journey each day including confirming that they are fit to drive.	Safety helmets <input type="checkbox"/>
2. All vehicle drivers must have read the company driving policy and have a full working knowledge of the highway code including the speed limits for their vehicle.	Hi-Vis Jackets <input checked="" type="checkbox"/>
3. The driver must drive within the speed limit at all times and adjust his speed to allow for traffic and poor driving conditions.	Safety footwear <input type="checkbox"/>
4. It is the company policy that passengers are allowed for work purposes only and the carrying of any other passenger must be authorised in advance.	Eye protection <input type="checkbox"/>
5. Carrying a passenger, if authorised to do so, can be a distraction and the driver should stop the vehicle if he is being distracted by the passenger.	Dust masks <input type="checkbox"/>
6. The driver and passengers should wear a full seatbelt at all times when in the vehicle. The wearing of lap belts is not allowed.	Ear plugs <input type="checkbox"/>
7. All drivers to adhere to speed limits, traffic signs and road markings at all times.	Earmuffs <input type="checkbox"/>
8. Ensure company vehicles are roadworthy by carrying out regular servicing to manufacturers stated intervals and requirements and vehicles have a valid MOT certificate as appropriate.	Gloves <input type="checkbox"/>
9. Ensure all drivers are aware of and adhere to the company policy on use of in vehicle communication whilst driving. A mobile phone is a distraction and should not, under any circumstances, be touched while the engine is running. Drivers should pull over and park in a safe place with the engine off before they make or take a call.	Protective overalls <input type="checkbox"/>
10. Hands free phone kits to be provided if not already part of the van on purchase. Hands free phones should only be used in an emergency if the engine is running.	Gauntlets <input type="checkbox"/>
11. Journeys should be planned in advance. This will help to avoid extra miles and unnecessary fines and penalties.	Harnesses <input type="checkbox"/>
12. Ensure journey times are kept to reasonable distances and where over 2 hours ensure that drivers take a break.	Breathing apparatus <input type="checkbox"/>
13. Drivers should drive safely, anticipating road traffic conditions and weather conditions and adjust their driving accordingly.	Face Masks <input type="checkbox"/>

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14. Drivers should use their lights when visibility is poor and slow down and allow sufficient space from the vehicle in front to be able to stop safely. Where visibility is poor the driver should take frequent breaks.	
15. Ensure that warning triangle, first aid kit, spare bulbs, small fire extinguisher and a hi-vis jacket are carried in each company vehicle	
16. Drivers must not drive tired or under the influence of medication, alcohol or drugs.	
17. Drivers should adhere to GB Domestic rules of maximum of 10 hours driving a day and take sufficient breaks.	
18. Review mileages driven by company employees and where excessive explore other means of transport where appropriate.	
19. Extra care should be taken when turning left to ensure there are no pedestrians, cyclists, or other road users in the blind spot. Including looking over shoulder and allowing sufficient space	
20. Give clear signals well before maneuvering the vehicle but not too early as to cause confusion.	
21. Always using Mirror, Signal and Maneuver before starting, stopping and changing lanes and direction.	
22. Drive smoothly and fuel efficiently, avoiding sudden harsh braking and rapid acceleration.	
23. Plan ahead by looking ahead for traffic slowing, reading signposts and road marking to ensure you are in the correct position for your maneuver.	
24. All loads should be secure and well balanced (See Risk Assessment RA023 Safe Loading of Vans)	
25. In the event of mechanical breakdown ensure you are in/ or move to a safe place. Contact the office to advise them of the situation and contact the breakdown service (currently AA).	

Assessment of Risk:	Severity	5	X	Likelihood	2	= Risk	10
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Additional Controls required	PPE/Equipment
Ensure Drivers know that it is their responsibility to ensure they are fit to drive on any given day. The Company will support any driver who needs to rest during a journey	
Ensure Drivers know that it is their responsibility to ensure their vehicle is roadworthy. The Company will support, and pay for, all MOTs, servicing and repairs that are required.	
Increase the use of in vehicle telematics to identify areas where driving times and styles can be improved	
Ensure Office staff check telematics to ensure their engine is off before contacting drivers	
Cycle safety, Pedestrian Safe, Van smart & other relevant e-Learning training courses to be completed by all company vehicle drivers every two years.	
Road Risk Champion is currently Ash Soliman	
The employee must be adequately trained and competent to operate in the area in which they are to work.	
Newly trained staff should be supervised until a suitable level of competency has been achieved.	

Assessment of Risk:	Severity	5	X	Likelihood	1	= Risk	5
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Approval and Review		
Prepared by:	Cathy Sheehan	Date: 28/09/2012
Updated by	Ash Soliman	Date: 07/08/2024
Review by:	Ash Soliman	Date: 07/08/2024

RISK RATING = L x S			Hazard Severity (S)				
			1	2	3	4	5
			Negligible	Slight	Moderate	High	Very High
Likelihood (L)	1	Very Unlikely	LOW	LOW	LOW	LOW	LOW
	2	Unlikely	LOW	LOW	LOW	MEDIUM	MEDIUM
	3	Possible	LOW	LOW	MEDIUM	HIGH	HIGH
	4	Likely	LOW	MEDIUM	HIGH	HIGH	HIGH
	5	Very Likely	LOW	MEDIUM	HIGH	HIGH	HIGH

Likelihood	
1. Very Unlikely	A freak combination of factors would be required for an accident/incident to occur
2. Unlikely	A rare combination of factors would be required for an accident/incident to occur
3. Possible	Could happen when accidental factors are present but otherwise unlikely
4. Likely	Not certain to happen but an additional factor may result in an accident/incident
5. Very Likely	Almost inevitable that an accident/incident would occur
Hazard Severity	
1. Negligible	Negligible injury, no absence from work
2. Slight	Minor injury requiring first aid
3. Moderate	Injury leading to a lost time accident
4. High	Involving a single person with a serious injury / death
5. Very High	Multiple persons with serious injury / death
Outcomes	
LOW	Score (1-6) May be acceptable. Annual Review to see if risks can be reduced further
MEDIUM	Score (8-10) Identify controls must be identified or specific method statement required
HIGH	Score (12-25) Task must not proceed. Senior Management to consider if the risks can be reduced by purchase of additional training, additional equipment, additional staff, additional signage, safe system of work, permit to work or radical changes in method.

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