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| **Brief Description of Activity:**Driving of University Vehicles or driving on behalf of the University in a personal vehicle as part of work requirements.This Risk Assessment is for the purpose of the driving activity only (within UK).Any other work-related activities, not limited to, but including the loading of any irregular loads, driving that is expected in severe weather conditions, journeys that involve lone working in remote areas, trips that involve driving types of vehicles that are not normally driven, transport of dangerous goods or animals, and the transporting of passengers must be assessed in a separate risk assessment. Any driving activities undertaken outside of the UK must be assessed in separate risk assessment, to include any driving licence requirements, road traffic or vehicle laws related or associated with a particular country. | **Assessor(s):**Travel and Fleet Section | **Date:**25/07/2022 |
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| **Hazard:** | **Persons at Risk:** | **Risk Factor:** | **Control Measures Required:** | **Residual Risk:** |
| List what could cause harm from this activity, use appendix A to assist in identifying hazards  | List who might be harmed e.g. Staff, students, visitors | For each hazard, decide level of risk as if you were to do the activity without controls | For each hazard, list the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment | For each hazard now decide the residual risk after the control measures are in place |
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| **Severity** | **Likelihood** | **Risk** | **Severity** | **Likelihood** | **Risk** |
| Driver causing incident/ accident, injures themselves, injures a third party and /or causes damage to third party vehicle or property. | Staff, students, visitors and any members of the general public. | 5 | 4 | 20 | * All drivers to have undertaken and passed the ‘Staying safe on the Road’ University e-learning module, read and understood the ‘Driving safely policy’ and are a current authorised driver registered with the Travel and Fleet section prior to driving any University vehicles.
* Read and understood the guidelines set out in the driver’s handbook.
* All drivers must be competent and hold a full valid driving licence, with the correct entitlement/s to drive the category of vehicle at hand. Any driving licence code/s imposed on a licence must be always adhered to. E.g 01 -eyesight correction, for example glasses or contact lenses.
* Drivers must notify their line manager, if there is a change to licence or anything else that may affect their ability to drive, not limited to, but including eyesight, pending driving convictions, and any medical conditions that may affect your ability to drive. <https://www.gov.uk/driving-eyesight-rules>
* Never drive under the influence of drink or drugs (prescription and non-prescription). This includes the morning after, as alcohol may still be in your system. Some non-prescription drugs may affect your ability to drive. Always consult your doctor before driving whilst taking prescription drugs and notify your line manager.

<https://www.aber.ac.uk/en/hr/info-staff/employment/drug-alcohol/>* Drivers to wear strong, comfortable footwear with a good grip. Familiar with the controls of the vehicle and the vehicle handbook. Seat and seat head rest to be positioned correctly.
* A Daily vehicle defect check must be carried out by the driver prior to first use. Defects must be reported to line manager, any defects must be rectified before the vehicle is used. Vehicle must be always roadworthy. If a defect happens mid journey, stop and notify your line manager.
* The driver and any passengers must wear a seat belt on any journey, regardless of the distance.
* Drivers must adhere to the Highways Code and drive in accordance to the Road Traffic Act 1988.
* All vehicles must have valid MOT and tax. [Check if a vehicle is taxed - GOV.UK (www.gov.uk)](https://www.gov.uk/check-vehicle-tax)
* Use of a mobile telephone or interactive communication device is not permitted whilst driving, for the use of receiving or making of telephone calls, messaging purposes or accessing applications whilst driving. Unless it is to call emergency services by calling 999 or 112 and is unsafe or impractical to stop. Engine and ignition must be switched off and keys removed and parked in a safe place to make or receive a call, sent message or access an application. The only exemption, in which a driver is not in contravention of the regulations relating to use, is whereby the hand-held mobile telephone or interactive communication device is being used to make a contactless payment at a contactless payment terminal whilst the vehicle is stationary.
* Drivers must take regular breaks, stop and pull over in a safe place, if feeling unwell or tired. Notify your line manager if you feel tired or unwell.
* Keys are to be removed from ignition, when exiting the vehicle. Never leave a vehicle unattended with keys inside. Always ensure the handbrake is applied fully, all windows are shut, and lock the vehicle when leaving the vehicle.
* Always plan your journey in advance, plan your route on google maps or AA planner with regular stops. Allow for breaks, possible delays and check the weather conditions before departing. Pack warm clothes, blanket, torch, some food provisions and always carry a charged mobile phone on cold or wet days. Be mindful that weather conditions may and can change dramatically very quickly. Ensure the vehicle has sufficient fuel or electric charge for the journey required.
* When planning your journey, always consider driving time into your daily working time. You must always adhere and comply with the working time directive. Consider, whether there are alternatives to driving long and regular journeys in a week. Public transport or an overnight stay where possible.
* In the event of a breakdown or accident, remain with the vehicle if safe to do so. If the vehicle is parked in a dangerous position notify the police immediately to attend. When safe and reasonable, request for breakdown to attend and notify your line manager.
* Vehicle loads must be secure and not overload the vehicle. Overloading a vehicle can affect the safety and performance of the vehicle. In particular, handling, steering and braking (stopping distance) of the vehicle.
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**Appendix A**

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| **Hazard list – Use this table to help you identify hazards, you may think of others not on this list, use these to complete the risk assessment form** |
| **Situational hazards** | **Tick** | **Physical / chemical hazards** | **Tick** | **Health hazards** | **Tick** |
| Assault by person |  | Contact with cold liquid / vapour |  | Disease causative agent |  |
| Attacked by animal |  | Contact with cold surface |  | Infection |  |
| Breathing compressed gas |  | Contact with hot liquid / vapour |  | Lack of food / water |  |
| Cold environment |  | Contact with hot surface |  | Lack of oxygen |  |
| Crush by load |  | Electric shock |  | Physical fatigue |  |
| Drowning |  | Explosive blast |  | Repetitive action |  |
| Entanglement in moving machinery |  | Explosive release of stored pressure |  | Static body posture |  |
| High atmospheric pressure |  | Fire |  | Stress |  |
| Hot environment |  | Hazardous substance |  | Venom poisoning |  |
| Intimidation |  | Ionising radiation |  |  |  |
| Manual handling |  | Laser light |  | **Environmental hazards** |  |
| Object falling, moving or flying |  | Lightning strike |  | Litter |  |
| Obstruction / exposed feature |  | Noise |  | Nuisance noise / vibration |  |
| Sharp object / material |  | Non-ionising radiation |  | Physical damage |  |
| Shot by firearm |  | Stroboscopic light |  | Waste substance released into air |  |
| Slippery surface |  | Vibration |  | Waste substance released into soil / water |  |
| Trap in moving machinery |  |  |  |  |  |
| Trip hazard |  | **Managerial / organisational hazards** |  |  |  |
| Vehicle impact / collision |  | Management factors |  |  |  |
| Working at height |  |  |  |  |  |

**Appendix B**

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| **Risk matrix –** *use this to determine risk for each hazard i.e. ‘how bad and how likely’* | **Likelihood of Harm** |
| **Severity of Harm** | **Very Unlikely (1)** | **Unlikely (2)** | **Fairly Likely (3)** | **Likely (4)** | **Very Likely (5)** |
| **Negligible (1)** e.g.*small bruise* | **1** | **2** | **3** | **4** | **5** |
| **Slight (2)** *e.g. small cut, deep bruise* | **2** | **4** | **6** | **8** | **10** |
| **Moderate (3)** *e.g. deep cut, torn muscle* | **3** | **6** | **9** | **12** | **15** |
| **Severe (4)** *e.g. fracture, loss of consciousness* | **4** | **8** | **12** | **16** | **20** |
| **Very Severe (5)** *e.g. death, permanent disability* | **5** | **10** | **15** | **20** | **25** |

