
RISK ASSESSMENT – DRIVING FOR WORK (INCLUDING COVID-19)

Subject of Assessment	DRIVING FOR WORK - ALL VEHICLES	RA No.	2
Task/Activity	DELIVERY DRIVERS		
Assessor	MATTHEW BENNETT	Location of Assessment	PUBLIC HIGHWAY AND VARIED PREMISES
Authorised	NEIL GARVIN	Date	18.05.2020

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

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Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	Incompetent Drivers	Employees, Public	<ul style="list-style-type: none"> • Induction training for all new employees • Correct licence held by driver for type of vehicle being us • Driving licenses checked externally (DriverCheck) • Previous employment history checked prior to driver starting • Licences checked every 12 months (6 months where driver has 6 or more points) • HR notified if driver accrues 12 points • Vehicle checklist completed before vehicle goes out • Employee to inform management of changes to driving licence due to medical conditions • Drivers receive specific training in vehicle type to be used 	L	H	M	Yes
2	Distracted/ fatigued Driver	Employees, Public	<ul style="list-style-type: none"> • Alcohol, drugs and substance misuse strategy in place • Drivers are not to drive if they are ill, tired or if they are taking medication that impairs their ability to drive. • Drivers are not to use in-car devices or eat, drink or smoke whilst driving • Drivers must wear seat belts and observe the highway code • Routes planned to take account of required regular breaks • Drivers instructed to take breaks where journeys disrupted by traffic problems 	M	H	M	Yes

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3	Unsafe vehicle	Employees, Public	<ul style="list-style-type: none"> Vehicle subject to servicing in accordance with manufacturer's requirements 2 stage vehicle check 1] valeters undertake assessment of vehicle upon return 2] drivers undertake a check before delivery Vehicles submitted for MOT as necessary Type replacement policy is minimum 2mm tread depth required over 75% surface area. Fleet is regularly serviced 	L	H	M	Yes
4	Route and duration of journey	Employees, Public	<ul style="list-style-type: none"> Vehicles are despatched from depot nearest to customer Traffic reports referred to before departure Journey time calculated to include allowances for speed limits of roads, weather conditions and possible hold ups All vehicles fitted with satellite navigation devices that are updated daily. All drivers are trained in the correct and safe use of the navigation systems and programming of the SATNAV is strictly prohibited whilst in transit Route planning and reduced stopping where practicable 	L	M	L	Yes
5	Extreme Weather	Employees, Public	<ul style="list-style-type: none"> Weather reports are checked before making the journey Vehicle pre-prepared for winter driving with appropriate equipment Journeys are planned Advice from the Highways Agency is followed, necessary journeys only. 	L	M	M	Yes

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6	Theft/Damage/ Assault	Employees, Public	<ul style="list-style-type: none"> • Most vehicles fitted with tracking devices • Journeys planned to prevent or reduce the need to sleep overnight in vehicles where possible • Parking only undertaken in secured and well-lit areas • All drivers provided with emergency contact details • Vehicles to be locked at all times when left unattended and during journeys. • No lifts or unauthorised person on board at any time • Driver will keep the vehicle keys on his/her person at all times 	L	M	M	Yes

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7	Infection with Covid-19	Employees, Adjacent Employees, Public	<ul style="list-style-type: none"> • Vehicles will be fully disinfected before being handed over to drivers. • Keys will be disinfected before being handed over to drivers. • Keys must be collected and dropped off from a dedicated station • Disinfectant spray & blue roll will be provided to drivers where available. • COVID-19 posters etc. provided to all employees with regards to increased hygiene and requirements • Hand Sanitiser will be provided to drivers where available • PPE (Gloves) will be provided to drivers where available and appropriate. These should be worn when collecting and dropping off a vehicle. • Face coverings will be provided to drivers along with guidance on their use: <ul style="list-style-type: none"> - Hands should be sanitised before putting it on and taking it off - Used face covering should be stored in a plastic bag (which will be provided to drivers) and washed at the earliest opportunity - The front of the face covering should not be touched or any part of the face covering that has been in contact with the mouth or nose. - Once the face covering has been removed and surfaces that it may have touched should be cleaned. - Drivers should wear face coverings when meeting clients to pick up and drop off vehicles • Drivers should phone the client first and agree a safe collection point for the keys. 	L	H	M	Yes
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			<ul style="list-style-type: none"> • The procedure for signing tablets is as follows: <ul style="list-style-type: none"> - The driver should wear gloves and they should bring a spare pair for the customer - The driver must disinfect the key with the provided disinfectant - The driver must seal the key and a pair of gloves in an envelope - The driver must sanitise the tablet and the stylus (to protect the customer) - The driver leaves the envelope and the tablet/stylus and moves 2 meters away - The customer opens the envelope, puts on the gloves and signs the tablet - The customer retreats 2 meters and the driver retrieves the tablet - The driver must sanitise the tablet and the stylus (to protect the driver) • Drivers should sanitise 'high touch' areas of the vehicle upon collection. For the avoidance of doubt high touch areas are classed as: <ul style="list-style-type: none"> - Doors and door handles both inside and out - All controls - Gear stick - Radio / dash controls - Steering column - Steering Wheel - Indicator sticks / other wheel based controls - Mirror - Sun visor - Seatbelt and clip 				
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			<ul style="list-style-type: none"> - Dashboard - Glovebox - Accessory panel - Centre console - Cup holders - Compartments - Seats - Between console and seats - Between doorjambs and seats - Door and door pockets <ul style="list-style-type: none"> • If 2 drivers are required on a job 1 person should sit in the front of the car, and 1 person in the back diagonally opposite the driver. • Where journeys on public transport must be made the following guidance should be followed: <ul style="list-style-type: none"> - Keep a 2 metre distance from other people, where this is not possible keep the time you spend near others as short as possible and avoid physical contact - A face covering should be worn in any enclosed space such as a train or bus carriage. Evidence suggests that wearing a face covering does not protect the user, but it may protect others if you are infected but have not yet developed symptoms. - Allow sufficient time for your journey taking note of reduced transport operations - There may be situations where you can't keep a suitable distance from people, for example when boarding or alighting, on busier services, at busier times of day and when walking through interchanges. In these cases you should avoid physical contact, try to face away from other 				
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			<p>people, and keep the time you spend near others as short as possible.</p> <ul style="list-style-type: none"> - Be aware of surfaces you touch and be careful not to touch your face. Cover your mouth and nose with a tissue or your elbow when coughing or sneezing. - Follow instructions from the transport operator which could include notices about which seats to use, barriers or floor markings and requests to board through different doors or move to less busy areas. - Wait for other passengers to get off first before you board - Avoid consuming food and drink on public transport - Wash your hands for at least 20 seconds or sanitise your hands as soon as possible <p>FULL GUIDANCE can be found Coronavirus (COVID-19): safer travel guidance for passengers</p> <ul style="list-style-type: none"> • Journeys should be planned in full before being undertaken 				
8	Slips and trips	Staff may suffer injuries such as fractures or bruising if they slip on spillages or trip over objects.	<ul style="list-style-type: none"> • Drivers wear strong, comfortable footwear with a good grip • Good housekeeping in valeting areas and collection points 	M	H	M	Yes

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9	Manual handling, lifting and moving heavy objects or objects that are difficult to grasp	Staff risk injuries or back pain from handling heavy or awkward objects.	<ul style="list-style-type: none"> Drivers trained in safe manual handling technique Manual handling training to be completed by all. 	L	M	M	Yes