|  |  |
| --- | --- |
| Health and Safety Procedure  **HSP14 Work Related Road Safety Procedure** | BS1995_Haringey_TapeType_485C_PMS.eps |

GENERIC RISK ASSESSMENT: Work Related Driving

|  |  |  |
| --- | --- | --- |
| **Location**: | **Directorate:** | **Department:** |
| **Name of Person(s) undertaking Assessment:** | **Date of Assessment**: | **Team/Service**: |
| **Signature(s):** | **Planned Review Date**: | **Manager (Name & Title):** |
| **How Communicated to Staff:** | **Date Communicated to Staff:** | **Signature:** |

| **Hazard Description**: something with the potential to cause harm/injury/damage. | **Who might be harmed** | **Potential**  **Injury / Damage** | **Is the risk adequately controlled?** | **Tick**  Or  **N/A** | **Risk Rating** | | | **Further Action Required**  (add details/procedure relevant to your service/area of work) | **Residual Risk Rating** | | | **Action Monitored By Whom** | **Action Completed By When** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** | **L** | **C** | **R** |
| Road Accident despite driving safely and following all safety recommendations (normal circumstances). | Driver  Other Road Users  Passenger  Member of the Public | Serious or fatal injury  Post Traumatic Stress  Aggression from another road user | * All council vehicles used for business have a valid MOT, road tax and insurance. Registers are kept up to date by Property Service Manager, Transport Team Manager and/or School Site Management Team; * Drivers who choose to use their own private vehicle on council/school business have a responsibility to ensure that the vehicle is in a roadworthy condition and suitably insured for business purposes; line managers and Human Resources Service carry regular checks to monitor these facts; * Drivers are advised to call emergency services as soon as possible for support; * Regular one to one review where such issue will be discussed; * Seat belt always to be worn; * Speed limits to be observed at all times; * Air bags fitted in council vehicles and expected in private vehicles; * Occupational Health Support always offered as well as any medical support recommended by OH service; |  |  | | |  |  | | |  |  |
| Road Accident despite driving safely and following all safety recommendations (normal circumstances). | Driver  Other road users  Passenger  Members of the public | Serious or fatal injury  Post Traumatic Stress  Aggression from another road user | * If safe to do so, drivers should take photographic evidence as soon as possible as well as witness statement, car registration of the other driver and insurance details; * If feeling unsafe due to area of accident or circumstances of accident, or other, drivers are advised to stay in the vehicle until emergency services arrival; * Wear high visibility clothing after a road incident and walk away from the building (if safe to do so) to a place of safety: Face oncoming traffic; * In the event of aggression from another road user:   + Carry mobile phone charged;   + Consider locking doors;   + Stay calm, ignore insults, diffuse aggressive situations (if possible) and move away as soon as possible;   • The possibility to always have a passenger as support will be considered depending on each situations (business purpose and destination);   * The council accident reporting form must also be completed and sent to relevant parties. |  |  | | |  |  | | |  |  |
| Accident due to the vehicle being unroadworthy | Driver  Other Road Users  Passenger  Member of the Public | Serious/fatal injury  Hospitalisation  Legal prosecutions  Negative public impact in the press  Aggression for another road user | * All council vehicles used for business have a valid MOT, road tax and insurance. Registers are kept up to date by Property Service Manager, Transport Team Manager and/or School Site Management Team. The vehicle(s) used is/are deemed to be roadworthy before being chosen; * Drivers who choose to use their own private vehicle on council/school business have a responsibility to ensure that the vehicle is in a roadworthy condition and suitably insured for business purposes; and * Line managers as well as Human Resources Service carry regular checks to monitor these later facts; * Drivers carry basic safety checks on the vehicle before commencing the journey e.g. enough fuel/battery fully charge and distance capability, enough water, oil level, tyre pressures and visible signs of damages. We recommend that you take picture of the vehicle at the start of your journey (picture should be dated) if needed for evidence; * Wear high visibility clothing after a road incident and walk away from the building (if safe to do so) to a place of safety: Face oncoming traffic; * In the event of aggression from another road user:   + Carry mobile phone charged;   + Consider locking doors;   + Stay calm, ignore insults, diffuse aggressive situations (if possible) and move away as soon as possible; * Seat belt always to be worn; * Speed limits to be observed at all times; * Air bags fitted in council vehicles and expected in private vehicles; * Occupational Health Support always offered by line manager after a potential accident as well as any medical, psychological support when recommended by Internal OH; * The council accident reporting form must also be completed and sent to relevant parties. |  |  | | |  |  | | |  |  |
| Accident due to incompetence of driver   * Capability * Driving under the influence (alcohol and drugs) * Fatigue | Employees, Other Road Users & Public | Serious/fatal injury  Hospitalisation  Legal prosecutions  Negative public impact in the press  Aggression for another road user | * Authorised drivers (stated in job specification) - managers to ensure those applying for the post have the right driving qualifications and experience; * Driving licences, registration documents and insurance certificates are checked; * Council staff aware of council driving policy forbidding the use of mobile phone whilst driving   (Work Related Driving Policy available on the Council intranet under section Personnel/Occupational Health, Safety & Wellbeing/Health and Safety/);   * All team members are responsible for reporting any potential problems they have in driving e.g. if taking medication that causes drowsiness, if feeling unwell or significant deterioration in eyesight; * All Council staff who drive on behalf of Haringey (services and schools) must familiarise themselves with the contents of the council’s intranet’s Work Related Road Safety Procedure; * Employees must comply with the law and with Haringey Alcohol and Substance Misuse Policy; * Wear high visibility clothing after a road incident (if unhurt) and walk away from the vehicle (if safe to do so) to a place of safety: Face oncoming traffic; * In the event of aggression from another road user:   + Carry mobile phone charged;   + Consider locking doors;   + Stay calm, ignore insults, diffuse aggressive situations (if possible) and move away as soon as possible; * Seat belt always to be worn; * Speed limits to be observed at all times; * Air bags fitted in council vehicles and expected in private vehicles; * Regular One to One reviews; * Consideration of additional driving skills training can be considered; * The council accident reporting form must also be completed and sent to relevant parties; |  |  | | |  |  | | |  |  |
| Inability to summon help in an emergency e.g. breakdown or accident | Employees  Driver and Passenger(s) | Anxiety;  Lack of emergency assistance e.g. if unwell;  Threat to personal safety. | * All members of the team have use of a mobile phone (either personal or works) to be used as a means of emergency contact; * Staff driving for work must keep an advance log of their whereabouts to ensure colleagues can call for support if they have not heard from them after a while; * Employees driving for work must keep a record of team emergency contact numbers handy e.g. in their car, or on their mobile phone; * All Council staff who drive on behalf of Haringey (corporate services and schools) must familiarise themselves with the contents of the council’s intranet’s Work Related Road Safety Procedure; * Driving for work will always be pre-empted by one to ones where the need for mobile phone will be discussed; * Occupational Health Support always offered by line manager after a potential accident as well as any medical, psychological support when recommended by OH service. |  |  | | |  |  | | |  |  |
| Injury due to transported goods  e.g. wheeled business suitcase, presentation documents and equipments, etc. | Driver  Other Road Users  Passenger  Member of the Public | Head injury: hospitalisation, temporary disability  Vehicle not stopping due to driver’s injury in a sudden use of brakes: hurting road users in the process, members of the public and/or damaging buildings.  Manual Handling Injuries: musculoskeletal injuries, long term absence, cuts and bruises, etc. | * All Council staff who drive on behalf of Haringey (corporate services and schools) must familiarise themselves with the contents of council’s intranet Work Related Road Safety Procedure; * The driver is responsible for ensuring that any load carried does not exceed the stated weight capacity of the vehicle; * All loads must be appropriately secured to prevent objects shifting during transit; * Council employees are not allowed to carry dangerous goods or hazardous substances; * If lone driving, the employee and line manager will make sure the load in question is suitable for one person to carry, load and remove from vehicle; * For larger loads, a second person is always available; * Employees are aware of correct manual handling techniques for loading and unloading; * Employees have received Manual Handling Training; * Occupational Health Support always offered by line manager after a potential accident as well as any medical, psychological support when recommended by Internal OH; * The council accident reporting form must also be completed and sent to relevant parties. |  |  | | |  |  | | |  |  |
| Adverse Weather | Driver  Other Road Users  Passenger  Member of the Public | Poor driving conditions resulting in:  Stress;  Accidents;  Injuries to staff and members of the public;  Damage to other vehicles and buildings. | * Drivers are advised to always make themselves aware of any adverse weather conditions that may impact upon their journey and allow additional time as part of their plan; * Drivers must make the right decision of not driving, if driving conditions are considered hazardous; * Staff will plan their route before commencement and allow ample time for the journey so as not to bring about fatigue, giving proper consideration to weather conditions and, where long journeys are involved, to include time for breaks and obtaining traffic updates; * Upon weather forecast, a line manager shall prevent driving for work if it is felt too hazardous for the employee’s health and safety and propose alternatives; the staff in question must then follow line management recommendations and not drive for work; * Wear high visibility clothing after a road incident and walk away from the vehicle (if safe to do so) to a place of safety: Face oncoming traffic; * Haringey HR Policy request from employee and the relevant line manager to keep each other up-to-date with relevant details like for example lateness, delays, sickness absence, accident occurrences, possible transport problems they are aware of, etc. |  |  | | |  |  | | |  |  |
| Traffic Conditions | Driver  Passenger | Stress;  Frustrations.  Assault from other road users (road rage) | * Drivers must make sure they plan their journey adequately by using local and regional traffic reports in order to avoid unnecessary delays in their journey; * Plan route avoiding less populated areas; * Carry mobile phone charged; * Consider locking doors; * Stay calm, ignore insults, diffuse aggressive situations (if possible) and move away as soon as possible; * Use of satellite navigation systems with traffic update can be used (if any) but must be programmed before departure or when on park rest breaks (engine off). |  |  | | |  |  | | |  |  |
| Journey Time / Distance: continuous driving over long periods/distances | Driver  Passenger | Loss of concentration;  Stress;  Tiredness. | The controls established by this generic assessment are considered appropriate for short business journeys;   * Long business journeys require a specific risk assessment with further control measures including additional rest periods to mitigate the effects of fatigue/tiredness. |  |  | | |  |  | | |  |  |
| Route Planning | Driver  Passenger | Driver unfamiliar with road/area;  Driver distracted;  Driver lost. | * Drivers 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 well renowned motoring organisations like AA, RAC, Green flag, Transport Direct, Transport for London, etc; * Drivers are advised to use up-to-date road map covering the area of their journey; satellite navigation systems can also be used but should be programmed before commencing driving to avoid unnecessary distraction for the driver. |  |  | | |  |  | | |  |  |
| Being late for an appointment | Driver  Other Road Users  Passenger  Member of the Public | Stress  Lack of concentration  Unsafe driving | * Employees driving for work will plan their route before commencement and allow ample time for the journey so as not to bring about fatigue, giving proper consideration to weather conditions and, where long journeys are involved, to include time for breaks and obtaining traffic updates. |  |  | | |  |  | | |  |  |
| Tiredness/Fatigue | Driver  Other Road Users  Passenger  Member of the Public | Detrimental effects upon driving performance  Lack of concentration  Unsafe driving | * Drivers are recommended to always take adequate rest breaks during a journey (recommendations being to take at least 15 minutes every 2 hours of continuous driving). * Breaks should preferably be taken outside the vehicle to ensure movement and oxygenation. |  |  | | |  |  | | |  |  |
| Anxiety over Driving | Driver  Passenger | Stress | * If employee not confident driver or anxious about driving journey, the council is recommending that they opt instead for public transport to avoid that level of anxiety; * Staff in these situations should allow sufficient time to complete their journey by public transport in order to avoid further anxiety, this time associated with traffic congestion or being late for a meeting. |  |  | | |  |  | | |  |  |
| Out-of-Hours Driving for Work i.e. early morning or late at night | Driver  Passenger | Tiredness  Fatigue  Stress  Loss of concentration;  Susceptibility  Lower reactions if repeated practices.  Increase assault possibilities | * Where an early start or late finish to a journey is unavoidable, provision must be made for more frequent rest periods to mitigate the effects of tiredness and fatigue upon driving performance; * Staff driving for work must keep an advance log of their whereabouts to ensure colleagues can call for support if they have not heard from them after a while; Part of the arrangement can be to text a colleague/the line manager confirming safe arrival; * Employees driving for work must keep a record of team emergency contact numbers handy e.g. in their car, or on their mobile phone; * In the event of a road accident out-of-hours, call emergency services immediately;   + If feeling unsafe due to area of accident or circumstances of accident, drivers are advised to stay in the vehicle until emergency services arrival;   + If under aggression, staff are advised to not put themselves in unnecessary risks, to move away from area as far as possible, call the metropolitan police on 999;   + If normal situation/safe, staff are advised to wear high visibility clothing and walk away from vehicle to a place of safety: Face oncoming traffic; * All Council staff who drive on behalf of Haringey (corporate services and schools) must familiarise themselves with the contents of the council’s intranet’s Guidance on Work Related Driving Policy; * Staff are advised to consider developing a timetable to avoid visits over running: allow for breaks and journey times. |  |  | | |  |  | | |  |  |
| Access to Welfare Facilities | Driver  Passenger | Stress | * Drivers are advised to take regular breaks during the course of the journey. Wherever possible, these breaks should be taken in areas where access to welfare facilities is available e.g. local services, motorway service stations; * Pregnant women may require more frequent rest breaks. |  |  | | |  |  | | |  |  |
| Vehicle Breakdown | Driver  Passenger | Stress and anxiety  Possible assault | * Vehicle is serviced on regular schedule. Schedules are kept in records; * Pre-Journey checks are advised (lights, petrol, oil, coolant, tyre pressure); * Journey details will be left with colleagues; * Employee will contact colleagues and/or line manager in the event of a breakdown; * Fully charge mobile phone (with sufficient calling credit, if calling with personal phone); * Details of recovery organisation to be given with the work vehicle: recovery to be called and office to be informed of situation; * If feeling unsafe, lock car doors and remain inside the vehicle until recovery vehicle arrives; * If on motorway, switch off engine, wear Hi Vis jacket and wait in a safe place away from the hard shoulder e.g. behind the barriers; * The council accident reporting form must also be completed and sent to relevant parties. |  |  | | |  |  | | |  |  |
| Carjacking:   * During driving (car accident); or * At park/stop. | Driver  Passenger | Serious injury  Assault | * After any road accidents, Haringey council recommend that staff call emergency services immediately; * If the circumstances of the accident seem suspicious, you are advised to stay in the vehicle and lock doors; * Staff are always advised to not put themselves into unnecessary risks; * Stay calm; * The council accident reporting form must also be completed and sent to relevant parties. |  |  | | |  |  | | |  |  |
| Security of Vehicle and possessions  Theft/Break In | Driver  Passenger | Stress and anxiety  Assault | * Car alarm fitted on most council vehicles; * Staff are requested to park council vehicles or private vehicles used for work in a suitable and safe place e.g. well lit and populated area; * Vehicles should be kept locked at all times when unattended and personal belongings and valuables should not be left in the vehicle. If this cannot be avoided, they should not be left on display i.e. locked in the boot of the vehicle; * The council accident reporting form must also be completed and sent to relevant parties. |  |  | | |  |  | | |  |  |
| Arriving at Parking  and  Leaving Parking Area | Driver  Other Road Users  Passenger  Member of the Public | Major Injury to other drivers and pedestrian  Damage to other vehicle  Damage to building | * Staff are advised to park with their bonnet facing the direction of exit: this will facilitate exit and ensure you have a clear view of any possible vehicle or pedestrian crossing in front of your vehicles; * Ensure you always leave parking at extremely slow pace to reduce severity of any possible incident; * If parking in council car park, report any lighting issues or dangerous occurrences to Facilities management; * The council accident reporting form must also be completed for any incident involving moving/stationary vehicles. |  |  | | |  |  | | |  |  |
| Ice and Snow | Driver  Other Road Users  Passenger  Member of the Public | Slips, Trips and Falls  Collisions  Injury  Vehicle/building damage | * Staff driving for work are advised to follow recommendations made for adverse conditions above; * Facilities management (parking areas) and highways services will endeavour to remove snow and grit icy areas before the forecasted day and throughout the ice/snow period; * Staff are advised not to drive unnecessarily in icy/snowy conditions; * If unavoidable:   + employees are advised to use large roadways which are likely to have been gritted adequately and to not work late or out-of-hours (driving conditions worsening at nights);   + Employees are advised to use caution, drive slower than usual and reduce brake force, as far as possible (no sudden movement if possible); * Any road accidents during these conditions should be reported to the police as well as the recovery organisation covering the vehicle; * The council accident reporting form must also be completed for any incident involving moving/stationary vehicles. |  |  | | |  |  | | |  |  |

**This Generic Risk Assessment: Work Related Driving will apply to most services and establishments for general situations.**

**The Line Manager (or delegated competent Risk Assessor) must however also carry out specific risk assessments called Site Specific and Job Specific Risk Assessments when working in Haringey Council (please refer to the Council’s Risk Assessment Procedure).**

Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible Consequence of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of Consequence: -

|  |  |
| --- | --- |
| **1** | **Insignificant – No injury** |
| **2** | **Minor – minor injuries needing first aid** |
| **3** | **Moderate – up to three days absence** |
| **4** | **Major – more than seven days absence** |
| **5** | **Catastrophic – Fatality or permanent Disability** |

ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined: -

|  |  |
| --- | --- |
| **1** | **Very Unlikely** |
| **2** | **Unlikely** |
| **3** | **Fairly Likely** |
| **4** | **Likely** |
| **5** | **Very Likely** |

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information will then be used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

Risk Assessment Method (continuing).

**Matrix**

|  |
| --- |
|  |
| **Catastrophic** | **5** | **10** | **15** | **20** | **25** |
| **Major** | **4** | **8** | **12** | **16** | **20** |
| **Moderate** | **3** | **6** | **9** | **12** | **15** |
| **Minor** | **2** | **4** | **6** | **8** | **10** |
| **Insignificant** | **1** | **2** | **3** | **4** | **5** |
|  | **Very Unlikely** | **Unlikely** | **Fairly Likely** | **Likely** | **Very Likely** |

**Action Level**

|  |  |
| --- | --- |
| **20-25 VERY HIGH** | **Unacceptable risk - immediate action required** |
| **10-16 HIGH** | **Risk reduction required - high priority** |
| **4-9 MEDIUM** | **Medium risk - action required so far as is reasonably practicable** |
| **2-3 LOW** | **Low priority - further risk reduction may not be feasible or cost effective** |
| **1 Very Low** | **Low risk - no further action required** |