



	<h1>Health & Safety Risk Assessment Form</h1>		
Ref: CF:073:01:WE	RE: Staff Driving HSE Vehicle Risk Assessment Form (Worked Example)		
Issue date:	September 2023	Revised Date:	October 2023
Author(s):	National Health & Safety Function		
Legislation:	Under Section 19 of the Safety, Health and Welfare at Work Act, 2005 and associated Regulations, it is the duty of the employer to identify the hazards and assess the associated risks in the workplace. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.		
Note:	<p>When conducting Driving for Work Risk Assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable.</p> <p><i>It is responsibility of local management to implement any remedial actions identified.</i></p> <p><i>The following provides an explanation on how to complete a Driving for Work Risk Assessment Form.</i></p>		



Risk Assessment Form – Staff Driving HSE Vehicle				
Division: Social Care		Source of Risk: Risk Assessment		
HG/CHO/NAS/Function: CHO 0		Primary Impact Category: Harm to Person		
Hospital Site/Service: Intellectual Disabilities Service		Risk Type: Operational		
Dept/Service Site: Intellectual Disabilities Service		Name of Risk Owner (BLOCKS): John Bloggs		
Date of Assessment: 13.07.2023		Signature of Risk Owner: JBloggs		
Unique ID No: 678910		Risk Co-Ordinator: N/A OSH Risk Assessment only		
Objective being impacted: Compliance with OSH Legislation and the maintenance of a safe and healthy work environment		¹ Risk Assessor(s): John Bloggs		
² HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ACTIONS [ADDITIONAL CONTROLS] REQUIRED	³ ACTION OWNER	DUE DATE
Driving for work – Risk of injury to driver, passenger, service users and other road users due to potential risk factors associated with the driver	<ul style="list-style-type: none"> All staff have read and understood the HSE Safe Driving for Work Policy All staff driving HSE vehicles have received approval and have a full and appropriate Driving Licence corresponding to the type of vehicle being used Staff have received specific vehicle familiarisation and instruction All staff are deemed fit to drive unless issues are brought to the attention of the Line Manager Staff have been advised to consult Line Manager if they are unsure about driving for any reason Staff are required to adhere to the rules of the road Dynamic risk assessments are carried out by staff 	<ul style="list-style-type: none"> Staff to familiarise themselves with the Road Safety Authority (RSA) campaign <ul style="list-style-type: none"> Vision Zero – Road Safety Strategy Staff to read in conjunction with Lone Working Risk Assessment Ongoing monitoring and review 	<ul style="list-style-type: none"> Relevant staff Relevant staff Line Manager 	<ul style="list-style-type: none"> Q3 Q3 Ongoing

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³ Person responsible for the action.



⁴ Inherent Risk			⁵ Residual Risk			⁶ Target Risk			Risk Status		
Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Open	Monitor	Closed
3 [Possible]	4 [Major]	12 [Medium]	2 [Unlikely]	4 [Major]	8 [Medium]	2 [Unlikely]	4 [Major]	8 [Medium]	Open		

⁴ Rating **before** consideration of existing controls.

⁵ Rating **after** consideration of existing controls.

⁶ Desired rating **after** actions.



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<p>Driving for work – Risk of injury to driver, passenger, service users and other road users due to potential risk factors associated with the vehicle including;</p> <ul style="list-style-type: none"> Risk of breakdown from poorly maintained vehicles resulting in staff member, service users being isolated with the potential for psychosocial injury Risk of injury to staff, service users and other road users due to unsecured loads being transported in the vehicle Risk of delay in service delivery Risk of collision resulting in potential injury to staff, service users, other road users due to driver becoming distracted from service user behaviour while driving 	<ul style="list-style-type: none"> Arrangements are in place to ensure all vehicles are road worthy and have an NCT Arrangements are in place to ensure vehicles are serviced and maintained in accordance with manufacturer’s recommendations Staff are provided with vehicle familiarisation training and information All staff are instructed to complete a visual check of the vehicle prior to undertaking any journey. Staff also complete documented pre-checks in line with HSA/RSA guidance Reporting process is in place to allow staff to report any potential vehicle defects to Line Manager in a timely manner 	<ul style="list-style-type: none"> Any goods and equipment to be transported are properly secured to ensure drivers are not distracted by loose objects moving around the vehicle while driving and in the event of an incident the potential to cause injury is reduced Vehicle ergonomics to be considered when procuring or hiring vehicles for staff. Vehicles to have easily adjustable seats etc. Ongoing monitoring and review 	<p>All relevant staff</p> <p>Line Manager</p> <p>Line Manager</p>	<p>Q3</p> <p>Q3</p> <p>Ongoing</p>



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<ul style="list-style-type: none"> Risk of musculoskeletal injury to driver due to driver being unfamiliar with vehicle resulting in incorrect driving position or driving posture 			<ul style="list-style-type: none"> Service user care plans are reviewed prior to undertaking journeys and necessary controls put in place In the event of an incident/ breakdown/emergency staff are required to: <ol style="list-style-type: none"> Contact Emergency Services (if required) Contact the line manger as soon as it is safe to do so Ensure mobile phone is fully charged (staff instructed never to use it while driving) In the event of a road traffic collision ensure NIRF-02 Crash/Collision form is completed 								
⁴ Inherent Risk			⁵ Residual Risk			⁶ Target Risk			Risk Status		
Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Open	Monitor	Closed
5 [Almost certain]	2 [Minor]	10 [Medium]	3 [Possible]	2 [Minor]	6 [Medium]	1 [Rare]	2 [Minor]	2 [Low]	Open		

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Driving for work – Risk of injury to driver, service users and other road users due to potential risk factors associated with the journey including; <ul style="list-style-type: none"> Poorly planned journeys Driving in inclement weather 	All staff are required to: <ul style="list-style-type: none"> Journeys and routes are planned in advance to allocate adequate time to include reasonably foreseeable traffic conditions, to comply with speed limits, safe parking Vehicles are locked at all times when left unattended and during journeys When using navigational devices (e.g. GPS systems, Sat Nav), destination is inputted before setting off and if required to change direction, drivers are instructed to stop in a safe place to do so All items are placed in the boot/storage compartment of the vehicle to avoid items becoming missiles in the event of an incident Staff are instructed to raise any concerns surrounding journey 	<ul style="list-style-type: none"> Avoid unnecessary journeys by utilising remote communications i.e. teleconferencing/ online platforms Assess weather conditions prior to undertaking a journey using local, national weather broadcasts and travel bulletins to determine if it safe to make the journey and discuss with Line Manager Staff to be instructed to undertake a visual check of vehicle prior to journey Staff to read in conjunction with Lone Working Risk Assessment Ongoing monitoring and review 	Relevant staff Relevant staff Line Manager Relevant staff Line Manager	Q3 Q3 Q3 Ongoing



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			<p>arrangements with their line manager as soon as possible</p> <ul style="list-style-type: none"> • Emergency procedures including breakdown have been clearly communicated to staff • Dynamic risk assessments are carried out by staff • Take cognisance of governmental weather and travel advice 								
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Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Open	Monitor	Closed
4 [Likely]	3 [Moderate]	12 [Medium]	3 [Possible]	3 [Moderate]	9 [Medium]	2 [Unlikely]	3 [Moderate]	6 [Medium]	Open		

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